APPENDIX A

Data Dictionary

Appendix A

Data Dictionary

Data Dictionary Overview

Introduction to Appendix

This appendix provides a dictionary of the data fields within CHRIS. This detailed list is known as a Data dictionary and covers the entire database. The data dictionary is a collection of data field definitions, navigation instructions, and valid values for data entry and in some cases references. This data dictionary will not cover the database schema or an entity-relationship model of the data fields.

Appendix Contents

This appendix provides an alphabetical list of data fields followed by the description, navigation, list of values, payroll flow and comments. Other data that is captured for each field is field type and size, CPDF comments, and whether the data field is required. The following is an introduction and references associated with the contents of this data dictionary.

Data Required

CHRIS requires certain information to be complete before it will process the action. The chart below outlines the required information for each nature of action code.

Required Data Elements	Block No. in CHRIS	1xx or 2xx	3xx or 4xx	5xx	6xx thru 8xx BUT NOT 815-19 825, 840-48 878-79	818-819	815-816, 825, 840-48, 878-79	001	002
Agency/Subelement		X	X	X	X	X	X	X	X
Agency Use	**25**	15	15	15	15	15	15	15	15
Award Amount						X	X		X
Basic Pay	**20A**	X		X	X	X	X		X
Creditable Military Service		X 1		X	X 2				X

Continued on next page

Data Dictionary Overview, Continued

Current Appointment Authority (1)		X	X	X	X	X	X		X
Current Appointment Authority (2)		X $_3$	X $_3$	X $_3$	X $_3$	X $_3$			X $_3$
Date of Birth	**3**	X	X	X	X	X	X		X
Duty Station	**38/39**	X	X	X	X	X	X		X
Education Level	**45**	X $_4$	X $_4$	X $_4$	X $_4$	X $_4$	X $_4$		X $_4$
Effective Date of Personnel Action	**4**	X	X	X	X	X	X	X	X
Effective Date of Personnel Action Being Corrected	**4**								X $_5$
Employee Name	**1**	X	X	X	X	X	X		X
Frozen Service		X $_6$		X $_6$	X $_2$				
Grade, Level, Class, Rank, or Pay Band	**18**	X		X	X	X	X		X
Handicap		X	X	X	X	X	X		X
Instructional Program		X $_7$	X $_7$	X $_7$	X $_7$	X $_7$	X $_7$		X $_7$
Legal Authority (1)	**5C**	X	X $_8$	X	X	X	X $_8$	X	X
Legal Authority (2)	**5E**	X $_3$	X $_3$	X $_3$	X $_3$	X $_3$	X $_3$		X $_3$
Locality Adjustment	**20B**	X $_9$		X $_9$	X $_9$	X $_9$	X $_9$		X $_9$
Locality Percent - Agency Data Block	**43**	X	X	X	X	X	X	X	X
Nature of Action (1)	**5A**	X	X	X	X	X	X	X	X
Nature of Action (2)	**6A**							X	X
Nature of Action Being Corrected	**5A**								X $_{10}$
Occupation		X		X	X	X	X		X
Office Symbol – Agency Data Block	**40**	X	**X**	X	X	X	X	**X**	X
Organizational Component		X	X	X	X	X	X		X
Pay Basis	**21**	X		X	X	X	X		X

Pay Plan	**16**	X		X	X	X	X		X
Pay Rate Determinant	**29**	X		X	X	X	X		X
Payroll Block Number – Agency Data Block	**41**	X	X	X	X	X	X	**X**	X
Pay Table ID – Agency Data Block	**42**	X	X	X	X	X	X	**X**	X
Personnel Office Identifier		X	X	X	X	X	X		X
Position Occupied	**34**	X	X	X	X	X	X		X
Previous Retirement Coverage		X [1]		X	X [2]				X
Prior Basic Pay	**12A**			X	X				X
Prior Duty Station				X	X				X
Prior Grade, Level, Class, Rank, or Pay Band	**10**			X	X				X
Prior Locality Adjustment	**12B**		X [9]	X [9]	X [9]	X [9]			X [9]
Prior Occupation	**7**		X	X	X	X			X
Prior Pay Basis	**13**		X	X	X	X			X
Prior Pay Plan	**8**		X	X	X	X			X
Prior Pay Rate Determinant			X	X	X	X			X
Prior Step or Rate	**11**		X	X	X	X			X
Prior Work Schedule			X	X	X	X			X
Public Trust Indicator – Agency Data Block	**44**	X	X	X	X	X	X	**X**	X
Race or National Origin		X	X	X	X	X	X		X
Rating of Record (Level)		X	X	X	X	X	X		X
Rating of Record (Pattern)		X [11]	X [11]	X [11]	X [11]	X [11]	X [11]		X [11]
Rating of Record (Period)		X [12]	X [12]	X [12]	X [12]	X [12]	X [12]		X [12]

Data Dictionary Overview, Continued

Retention Allowance		X 13		X 13	X 13	X 13	X 13		X 13
Retirement Plan	30	X	X	X	X	X	X		X
Service Computation Date	31	X	X	X	X	X	X		X
Sex		X	X	X	X	X	X		X
Social Security Number	2	X	X	X	X	X	X	X	X
Social Security Number Being Corrected	2								X 14
Step or Rate	19	X		X	X	X	X		X
Supervisory Differential		X 13		X 13	X 13	X 13	X 13		X 13
Supervisory Status	51	X	X	X	X	X	X		X
Tenure	24	X	X	X	X	X	X		X
Veterans Preference	23	X	X	X	X	X	X		X
Veterans Status (Active Military Service)	50	X	X	X	X	X	X		X
Work Schedule	32	X		X	X	X	X		X
Year Degree or Certificate Attained	46	X 7	X 7	X 7	X 7	X 7	X 7		X 7

1 May be blank if NOA is 2xx.
2 Required if nature of action is 803 and retirement plan is K, L, M, or N.
3 May be blank if there is only one authority.
4 May be blank if tenure is 0 or 3 and pay plan is other than ES.
5 Required if effective date of personnel action on the original action is being corrected.
6 Should be blank if retirement plan is other than C, E, K, L, M, or N.
7 Required if education level is:
      (a) 13 or higher, OR
      (b) 06 or 10 and the employee was hired on or after 10/1/1993.
8 Should be blank if NOA is 350, 355, or 840-848.
9 Required if employee is eligible for the adjustment.
10 Required if nature of action on the original action is being corrected.
11 May be blank if rating of record (level) is other than 1-5.
12 May be blank if rating of record (level) is other than 1-5, but must be blank if rating of record (level) is X.
13 Required if employee receives the allowance or differential.
14 Required if social security number on original action is being corrected.
15 Reserved for Future Use

Data Dictionary Overview, Continued

Flow to Payroll   When you submit Personnel actions in CHRIS, the information is sent to the payroll system, Payroll Accounting and Reporting (PAR). The PAR information is updated each day between 8am and 9am (Central time). The format of the information sent to PAR is listed in the table below.

CPDF   The Central Personnel Data File (CPDF) system is an automated information system containing individual records for most federal civilian employees. The system's principal objective is to provide a readily accessible primary data source for meeting the workforce information needs of the Office of Personnel Management (OPM), other central management agencies, the Congress, the White House, and the public. From data submitted by the agencies, OPM creates a status file and a dynamics file. The status file contains an individual record of the status of each active employee as of the end of the reporting period, usually the end of the fiscal quarters of March, June, September, and December. The dynamics file contains a record of all personnel actions occurring during a particular reporting period, usually the January-March, April-June, July-September, and October-December fiscal quarters.

Field Type and Size   The field type and size used in CHRIS is the same as used in ***The Guide to Personnel Data Standards***. The format characters are shown below.

Field Type Meaning
Alpha -- Indicates alphabetic characters only.
Numeric -- Indicates numeric characters only.
Alphanumeric -- Indicates both alphabetic and numeric characters.
Date – Indicates date in the dd/mmm/yyyy format.

References   The primary references presented are:
- The Guide to Processing Personnel Actions (GPPA)
- The Guide to Central Personnel Data File Reporting Requirements

Contents

Data Dictionary Overview, cont.

Contents, Continued

Field Name	Page
A, cont.	
Agency Code Transfer To	14
Agency Data Use Block 25	15
Amount – Award	16
Amount – Other Pay	18
Amount – Premium Pay	20
Amount – Relocation Bonus	22
Amount - Severance Pay	23
Amount - Staffing-Differential-Pay	24
Amount - Supervisory-Differential-Pay	25
Amount – TSP	26
Annual Leave Balance	28
Annual Leave Used YTD	29
Annuitant Indicator	30
Appointing Authority Code	32
Appointment Type	33
Appraisal Type	36
Appraisal Rating Effective Date	37
Appropriation Code	38
Approval Date	40
Assignment NTE	41
Assignment NTE Start Date	42
Assignment Status	43
AUO Pay	44
Availability Pay	46
Award Agency Code	48
Award Type	53
AWOL YTD	55
B	
Bargaining Unit Status	56

Data Dictionary Overview, cont.

Contents, Continued

Data Dictionary Overview, cont.

Contents, Continued

Data Dictionary Overview, cont.

Contents, Continued

Continued on next page

Data Dictionary Overview, cont.

Contents, Continued

Data Dictionary Overview, cont.

Contents, Continued

Data Dictionary Overview, cont.

Contents, Continued

Field Name	Page
R, cont	
Recruitment Bonus	240
Relocation Bonus	241
Remarks	242
Request Number	243
Request Date	244
Requesting Office Remarks Flag	245
Reserve Category	246
Retained Grade	248
Retained Grade Effective Date	250
Retained Grade Effective End Date	251
Retained Pay Basis	252
Retained Pay Plan	253
Retained Pay Table ID	256
Retained Step	257
Retention Allowance	258
Retention Allowance Review Date	259
Retirement Plan	260
S	
Sabbatical NTE	262
Sabbatical NTE Start Date	263
SCD Civilian	264
SCD Leave	265
SCD RIF	266
SCD TSP	267
Security Access	268
Security Clearance	269

Data Dictionary Overview, cont.

Contents, Continued

Data Dictionary Overview, cont

Contents, Continued

Academic Discipline

Description	This element indicates the discipline or major field of study relating to the employee's highest academic or instructional achievement.

Navigation	RPA → Employee and Position Data → Block 47
	RPA → Others→ Special Information → US Fed Education
	Self Service → Views → Personal
	Person Summary → Person: Military/Education

List of Values	Go to Other Definitions then to Lookup Tables, then select GHR_US_ACADEMIC_DISCIPLINE		
Input via RPA	Yes	√	
	No		
Data Required	Yes	√	**Data Comment**
	No		Complete when education level shown in block 45 indicates completion of:
			(1) A terminal occupational program,
			(2) An Associate degree, or
			(3) A Bachelor's or higher degree.
			Leave blank when block 45 is blank.
Flow to Payroll?	Yes		**PAR Comment**
	No	√	
CPDF?	Yes	√	**CPDF Comment**
	No		Submitted on Dynamics and Status submissions.
Field	Type	Alphanumeric	
	Size		
References	1. Chapter 4: The Guide to Processing Personnel Actions		
	2. The Guide to Personnel Data Standards		

Academic Institution Name

Description   Captures the name of the college, university or institute of learning from which the individual received the degree shown.

Navigation   RPA → Others → Special Information → US Fed Education

List of Values	Go to Other Definitions then to Lookup Tables then select GHR_US_ACADEMIC_INSTITUTION		
Input via RPA	Yes		
	No	√	
Data Required	Yes	√	**Data Comment** This information is required by OPM. Use code "YYY" when the field is not applicable.
	No		
Flow to Payroll?	Yes		**PAR Comment**
	No	√	
CPDF?	Yes	√	**CPDF Comment** Submitted on Dynamics and Status submissions.
	No		
Field	Type	Alphanumeric	
	Size		
References	1. Chapter 4: The Guide to Processing Personnel Actions 2. The Guide to Personnel Data Standards		

Address

Description   On a separation action in CHRIS this information could be updated via the information (address from PAR) or stored in the Oracle HR database.

Currently, HR does not maintain addresses of employees in CHRIS. This information exists in PAR. Thus once a decision is made to allow employees to submit a resignation they could be allowed to update the appropriate fields listed above before processing of their separation action is started.

Navigation   Self Service → Views → Personal

List of Values	N/A		
Input via RPA	Yes		
	No	√	
Data Required	Yes		**Data Comment**
	No	√	
Flow to Payroll?	Yes		**PAR Comment**
	No	√	This information currently flows <u>from</u> PAR to CHRIS.
CPDF?	Yes		**CPDF Comment**
	No	√	
Field	Type	Alphanumeric	
	Size		
References			

Adjusted Basic Pay

Description   Includes supervisory and staffing differential, retention allowance, and administratively uncontrollable overtime.

Pay Calculation on an RPA
In the RPA process, the employee's total salary is calculated automatically.

The system includes the following elements in the total amount:
- Basic pay
- Locality adjustment (where applicable)
- Adjusted basic pay
- Other pay (when applicable, including availability pay, administratively uncontrollable overtime, staffing differential, supervisory differential, and retention allowance)
- Total pay

If the employee qualifies for pay that isn't included in these pay items, such as premium pay, allowances, and entitlements, you assign and enter the appropriate pay values in the person's record. The system performs automatic pay calculations for:
- Within Grade Increase actions
- Actions that involve position, step or rate changes
- Actions that involve salary changes
- Actions that change the pay rate determinant or duty station

Many of the fields on the RPA affect the calculation. The system alerts you when any of the following information is missing, such as the grade, step or rate, pay plan, and pay table id.

The system also recalculates pay when there are changes to the following data:
- Person selected
- Position re–selection
- Effective date

Navigation   RPA → Position Tab → Block 20C

Self Service → Views → Pay and Benefits

Person Summary → Pay: Salary

Adjusted Pay, Continued

List of Values	N/A				
Input via RPA	Yes	√	**NOAC**		
	No		**NOA**		
			Auth Code		

Data Required	Yes	√	**Data Comment**
	No		Complete on: **(1)** Separations; **(2)** Actions that place employee in a nonpay status; **(3)** Any action that availability pay, and **(4)** Any action changes administratively uncontrollable overtime pay or that terminates administratively uncontrollable overtime pay or availability pay.

Flow to Payroll?	Yes	√	**PAR Comment**
	No		PAR formats 1, 5, 6, and 11.

CPDF?	Yes		**CPDF Comment**
	No	√	

Field	Type	Numeric			
	Size	8			

References	

Agency Code/Subelement

Description   The agency and, where applicable, the administrative subdivision in which a person is employed.

The first and second positions of the code indicate the agency. The third and fourth positions indicate the administrative subdivision (i.e., subelement).   If no subelements are assigned to an agency, the third and fourth positions are zeros (xx00).

Navigation   Work Structures → Position → Build and Maintain → Extra Information → US Fed Mass Actions

RPA → Extra Information → US Fed Change in Data Element

Self Service → Views → Assignment → Position Information

Person Summary → Position: Title/Pay Plan/Grade/Etc.

List of Values		
	AA	Administrative Conference of the US.
	AB	American Battle Monuments Commission
	AC	Advisory Commission on Intergovernmental Relations
	AD	Arms Control & Disarmament Agreement of the US
	AF	Department of the Air Force
	AG	Department of Agriculture
	AH	National Foundation of the Arts and Humanities
	AI	US Institute of Peace
	AK	Alaska Natural Gas Transportation System
	AL	Alaskan Land use Council
	AM	US International Development Cooperation Agency
	AP	Appalachian Regional Commission
	AQ	National Commission on Air Quality
	AR	Department of the Army
	AU	Federal Labor Relations Authority
	AW	Arctic Research Commission
	AX	Christopher Columbus Quincentenial Jubilee Commission
	AZ	Aviation Safety Commission

List of Values	BA	Coastal Plains Regional Commission
	BD	Merit Systems Protection Board
	BE	Commission on the Bicentennial of the US Constitution
	BF	Defense Nuclear Facility Safety Board
	BG	Pension Benefit Guaranty Corporation
	BH	Americas Heritage Abroad
	BI	American Indian, Alaskan & Hawaiian Native Housing
	BJ	Illinois/Michigan Council on National Heritage Commission
	BK	James Madison Memorial Fellowship Foundation
	BO	Office of Management and Budget
	BP	Martin L King JR Federal Holiday Commission
	BQ	Reap For Fin Postsecondary Education
	BR	Board For International Broadcasting
	BT	Architecture & Transportation Compliance Board
	BV	National Commission on Sev Dist Pub H
	BW	Nuclear Waste Technical Review Board
	CA	Civil Aeronautics Board
	CC	Commission on Civil Rights
	CE	Council of Economic Advisors
	CF	Commission of Fine Arts
	CI	Central Intelligence Agency
	CJ	Cost Accounting Standards Board
	CM	Department of Commerce
	CN	Community Services Administration
	CP	Advisory Commission on Federal Pay
	CT	Commodity Futures Trading Commission
	CU	National Credit Union Administration
	CX	National Commission on Library & information science

List of Values	DC	Office of Policy Development
	DD	Department of Defense
	DI	District of Columbia Government
	DJ	Department of Justice
	DL	Department of Labor
	DN	Department of Energy
	DR	Delaware River Basin Commission
	DY	Defense Mapping Agency
	DZ	Defense Mapping Agency
	EB	Export-Import Bank of the US
	EC	Office of Administration
	ED	Department of Education
	EE	Equal Employment Opportunity Commission
	EH	Presidential Commission on the Employment of People w/ Disabilities
	EJ	Office of the National Space Council
	EL	Commission on Education of the Deaf
	EM	Federal Emergency Management Agency
	EP	Environmental Protection Agency
	EQ	Council on Environ Quality
	ER	Energy Research and Development Administration
	ES	Commission on Executive, Legislative & Judicial Salaries
	EU	National Commission on Employment &Unemployment Statistics
	EX	Executive Mansion and Grounds
	EZ	National Afro-American History & Culture Commission
	FC	Federal Communications Commission
	FD	Federal Deposit Insurance Corporation
	FH	Federal Home Loan Bank Board
	FI	Federal Financial Institution Exam Council
	FL	Farm Credit Administration
	FM	Federal Mediation & Conciliation Service
	FR	Federal Reserve System Board of Governors
	FS	Foreign Claims Settlement Commission
	FT	Federal Trade Commission
	FU	National Alcohol Fuels Commission
	FX	Four Corners Regional Comm
	GD	Presidential Commission on Catastrophic Nuclear Accidents
	GE	Barry M Goldwater Scholarship
	GH	National Commission on Neighborhoods
	GL	Upper Great Lakes Regional Commission
	GS	General Services Administration
	HB	Commission Prch from Blind & Other Handicaps
	HD	US Holocaust Memorial Council
	HE	Department of Health & Human Services
	HG	Presidential Commission on World Hunger
	HP	Advisory Council on Historic Preservation
	HT	Harry S Truman Scholarship Foundation
	HU	Department of Housing & Urban Development

List of Values		
	IB	United States Information Agency
	IC	Interstate Commerce Commission
	IF	Inter-American Foundation
	IN	Department of the Interior
	IR	Presidential Committee on Indian Reservations
	JL	Judiciary
	KA	National Commission on Children
	KD	Lower Mississippi Delta Development Commission
	KE	National Commission on Migrant Education
	KG	Action
	KH	National Advisory Council on Public Service
	KI	Assigning of Women in the Armed Forces
	KJ	Policy & Programs Affecting Alaskan Natives
	KL	Presidential Commission on the Coal Industry
	KM	National Critical Materials Council
	KN	Commission on National & Community Services
	LA	Architect of the Capitol
	LB	Botanic Garden
	LC	Library of Congress
	LD	Congressional Budget Office
	LE	Physician Payment Review Commission
	LF	Federal Election Commission
	IG	General Accounting office
	LH	Office of Technology Assessment
	LI	Commission on Interstate Commerce
	LJ	Motor Carrier Study Commission
	LK	Inter Migration & Cooperative Economic Development
	LI	Congress
	LM	National Commission to Prevent Infant Mortality
	LN	Prospective Payment Assessment Commission
	LO	Commission on Improving the Effects of the UN
	LP	Government Printing Office
	LR	Copyright Royalty Tribunal
	LS	Competitive Policy Council Act
	LT	United States Tax Court
	LV	Prescription Drug Payment Review Commission
	LW	Commission on Agricultural Works
	LX	Commission Fin Ins Ref Rec Enforcement
	LY	National Commission on Acquired Immune Deficiency Syndrome
	LZ	Monitored Retrievable Stage Commission
	MA	Marine Mammal Commission
	MC	Federal Maritime Commission
	MG	Dwight David Eisenhower Centenial Commission
	MH	President's Commission on Mental Health
	MJ	Old West Regional Commission
	MK	National Commission For Employment Policy
	MT	United States Metric Board

List of Values	MU	Commission on Minority Business Development
	MW	Minimum Wage Study Commission
	NE	New England Regional Commission
	NF	National Science Foundation
	NG	National Guard
	NK	National Council on the Handicapped
	NL	National Labor Relations Board
	NM	National Mediation Board
	NN	National Aeronautics & Space Administration
	NP	National Capital Planning Commission
	NQ	National Archives and Records Administration
	NS	National Security Council
	NU	Nuclear Regulatory Commission
	NV	Department of the Navy
	NY	National Occupational Information Coordination Commission
	OA	National Advisory Commission on the Oceans & Atmosphere
	OM	Office of Personnel Management
	OS	Occupational Safety & Health Review Commission
	OV	Office of the Vice President
	OZ	Ozarks Regional Commission
	PC	Panama Canal Commission
	PG	Presidential Commission Study Medical, Biological, Behavioral Research
	PI	Public International Organizations
	PJ	Postal Rate Commission
	PK	Pennsylvania Avenue Development Corporation
	PN	Pacific-Northwest Regional Commission
	PO	United States Postal Service
	PP	Presidential Commission on Pension Policy
	PQ	Overseas Private Investment Corporation
	PU	Peace Corps
	PW	Joint Federal-State Land Use Alaska
	QQ	Office of National Drug Control Policy
	RE	Office of Navajo and Hopi Relations
	RF	Federal Retirement Thrift Investment Board
	RG	US-Japanese Economic Relations Groups
	RH	Armed Forces Retirement Home
	RR	Railroad Retirement Board
	RS	Federal Mine Safety & Health Review Commission
	RU	Select Commission on Immigration/Refuge Policy
	RX	Commission on Railroad Retirement Reform
	SB	Small Business Administration

List of Values		
	SE	Securities & Exchange Commission
	SK	Consumer Product Safety Commission
	SM	Smithsonian Institution
	SP	National Security Agency
	SS	Selective Service System
	ST	Department of State
	SU	Susquehanna River Basin Commission
	SV	United States Sinai Support Mission
	SX	State Justice Institute
	SY	National Commission on Student Financial Assistance
	TB	National Transportation Safety Board
	TC	US International Trade Commission
	TD	Department of Transportation
	TG	National Transportation Policy Study Commission
	TH	International Cultural and Trade Center Commission
	TJ	National Economic Commission
	TM	Presidential Commission Acc Three Mile Island
	TN	Office of the Special Representative for Trade Negotiations
	TP	Office of Telecommunications Policy
	TR	Department of the Treasury
	TS	Office of Science & Technology Poly
	TV	Tennessee Valley Authority
	UC	National Commission on Unemployment Comm
	UJ	Japan-US Friendship Commission
	UK	Commission on Ukraine Famine
	UR	National Commission on Social Security
	V3	E5 U.S.C. 4501(e)
	VA	Department of Veterans Affairs
	WB	Southwest Border Regional Commission
	WD	White House Conference on a Drug Free America
	WG	Nuclear Waste Negotiator
	WH	White House Office
	WN	National Women's Business Council
	WP	Council on Wage & Price Stability
	WR	Water Resources Council
	WT	Commission on Wartime Relocation
	YC	National Commission on the International Year of the Child, 1979
	ZA	Commission on Immigration Reform
	ZZ	Unknown

	Yes	√	
	No		

Data Required		√	**Data Comment**
	No		

Flow to Payroll?	Yes	√	**PAR Comment**
			All PAR formats.

CPDF?		√	**CPDF Comment**
	No		Submitted on Status and Dynamics submissions.

Field	Type	Alpha			
	Size	2			

References	1. Chapters 4 and 28: The Guide to Processing Personnel Actions
	2. The Guide to Personnel Data Standards

Agency Code Transfer From

Description This element identifies the agency from which an employee came to your organization.

Navigation RPA → Others → Person Extra Information → US Federal Person Group 1

Self Service → Views → Personal

Person Summary → Person: Information

List of Values	Go to Other Definitions then Lookup tables then select GHR_US_AGENCY_CODE				
Input via RPA	Yes	√	**NOAC**		
	No		**NOA**		
			Auth Code		
Data Required	Yes	√	**Data Comment**		
	No		Required on all accessions. This data is auto-filled for all other actions.		
Flow to Payroll?	Yes		**PAR Comment**		
	No	√			
CPDF?	Yes		**CPDF Comment**		
	No	√			
Field	Type	Alphanumeric			
	Size	2			
References					

Agency Code Transfer To

Description   This element identifies the agency to which an employee is transferring."

Navigation   RPA → Others → Person Extra Information → US Federal Separation and Retirement / US Fed Mass Actions

List of Values	Go to Other Definitions then to Lookup Tables then select GHR_US_AGENCY_CODE	
Input via RPA	Yes	√
	No	
Data Required	Yes		**Data Comment**
	No	√
Flow to Payroll?	Yes	√	**PAR Comment** PAR format 3.
	No	
CPDF?	Yes		**CPDF Comment**
	No	√
Field	Type	Alphanumeric
	Size	2
References		

Agency Data Use Block 25

Description   This field on the RPA is Reserved for Future Use.

Navigation

List of Values	N/A		
Input via RPA	Yes		**NOAC**
	No		**NOA**
			Auth Code
Data Required	Yes		**Data Comment**
	No		
Flow to Payroll?	Yes		**PAR Comment**
	No		
CPDF?	Yes		**CPDF Comment**
	No		
Field	Type	Alphanumeric	
	Size		
References			

Amount - Award

Description
A numeric field representing an amount of money granted with an award expressed in whole dollars.

Award Amount can be defined as:
(1) The gross dollar amount of availability pay, an award given as cash, a bonus, or a separation incentive.
(2) The number of hours given as a time-off award.
(3) The percent of Basic Pay authorized on an annual basis as premium pay for administratively uncontrollable overtime (AUO).

Please note this exception: The value expressed here always signifies money except when used with Award-Type 80 which is used to designate hours for Time-Off as an Incentive Award (NOA 872).

Award amount is rounded to the nearest dollar, hour (for a time-off award), or percent (for administratively uncontrollable overtime). For a group award, this is the gross amount (in dollars or hours) given to the individual, not to the group. Senior Executive Service (SES) rank awards are the only awards and bonuses that must be documented on the Standard Form 50. Agencies are not required to document other awards and bonuses on the Standard Form 50.

This description represents award amounts for the following nature of actions:
815/Recruitment Bonus.
816/Relocation Bonus,
825/Separation Incentive
840/Individual Cash
841/Group Cash
842/Individual Suggestion/Invention required
843/Group Suggestion/
844/Foreign Language
845/Travel Savings Incentive
846/Individual Time Off,
847/Group Time Off
848/Referral Bonus
878/SES Rank Award
879/SES Performance Award.

Navigation
RPA → Position Data → Block 20

Self Service → Views→ Award and Bonus

Person Summary →Awards/Bonus

Amount – Award, Continued

List of Values	N/A					
Input via RPA	Yes	√	**NOAC**			
	No		**NOA**			
			Auth Code			

Data Required	Yes		**Data Comment**		
	No	√			

Flow to Payroll?	Yes	√	**PAR Comment**
	No		PAR format 10.

CPDF?	Yes	√	**CPDF Comment**
	No		Submitted on Dynamics submissions.
			Award Amount must be reported in whole dollars. If an award amount is under-reported, do not submit a second action with the increment. Submit a correction with the total corrected award amount.

Field	Type	Numeric			
	Size	5			

References	1. Chapter 29: The Guide to Processing Personnel Actions
	2. The Guide to Personnel Data Standards

Amount – Other Pay

Description   All actions covered by this description are part of the "Other Pay" family of actions in CHRIS. If the RPA shows a different family, you will need to change the family (to "Other Pay") before proceeding. Once you enter the appropriate code or amount in the "Other Pay" block of the RPA, the total salary field will be recalculated to include the additional amount.

Actions include supervisory and staffing differential, retention allowance, and administratively uncontrollable overtime.

Retention allowance	Annual total dollar amount (up to 25 percent of basic pay) paid to an employee with unusually high qualifications or special skills in those cases where the agency determines that the employee would be likely to leave Federal employment if no allowance were paid.
Supervisory differential	Annual total dollar amount paid to a General Schedule supervisor who provides direct, technical supervision over the work of one or more civilian employees in other pay plans who receive a higher rate of basic pay than does the supervisor.
Administratively uncontrollable overtime	Increment of up to 25 percent of basic pay paid on an annual basis for substantial amounts of overtime work that cannot be controlled administratively and that are required on an irregular basis.
Availability pay	Special form of premium pay fixed at 25 percent of basic pay (including locality pay) that applies to criminal investigators who are required to work, or be available to work, substantial amounts of unscheduled overtime duty based on the needs of the employing agency. Criminal investigators receiving availability pay are exempt from the minimum wage and overtime pay provisions of the Fair Labor Standards Act and may not receive administratively uncontrollable overtime pay.

Navigation   RPA → Salary Change → Other Pay → Block 20D

Person Summary → Pay: Salary

List of Values	N/A				
Input via RPA	Yes	√	**NOAC**		
	No		**NOA**		
			Auth Code		
Data Required	Yes		**Data Comment**		
	No	√			

Continued on next page

Amount – Other Pay, Continued

Flow to Payroll?	Yes		PAR Comment
	No	√	

CPDF?	Yes		CPDF Comment
	No	√	

Field	Type	Numeric			
	Size	8			

References	1. Chapter 17: The Guide to Processing Personnel Actions

Amount – Premium Pay

Description   Premium pay consists of certain types of pay such as overtime pay, night pay, holiday pay for employees not in receipt of annual premium pay for standby duty, Sunday pay, annual premium pay for regularly scheduled standby Duty, annual premium pay for administratively uncontrollable work, availability pay for LEOs, environmental pay for FWS employees, and hazard pay for GS employees. Rates and authorization for these various pays are contained in 5 U.S.C. 5343, 5542, 5544, 5545, 5546a, 5547, and 5549. Employees, as defined by 5 U.S.C. 5541, may be paid premium pay as authorized by 5 U.S.C. 5542, 5545(a)-(c), and 5546(a) and (b) only to the extent that the pay does not cause the aggregate rate of pay for any pay period to exceed the maximum applicable rate for a GS-15. Premium pay cannot be paid to any GS employee whose basic rate of pay equals or exceeds the maximum applicable rate for grade GS-15. Premium pay may be paid to an employee whose basic rate of pay is less than the maximum applicable rate of GS-15 only to the extent that the payment does not cause the total rate of pay for any pay period to exceed the maximum applicable rate for GS-15. The maximum rate does not apply to nonexempt GS employees. Hazard pay is excluded from this limitation. SES employees are not entitled to premium pay under any circumstances. TP pay plan employees are excluded from title 5 premium pay provisions.

Navigation   RPA → Salary Change → Other Pay → Block 20D

List of Values	N/A			
Input via RPA	Yes	√	**NOAC**	
	No		**NOA**	
			Auth Code	
Data Required	Yes		**Data Comment**	
	No	√		
Flow to Payroll?	Yes		**PAR Comment**	
	No	√		
CPDF?	Yes	√	**CPDF Comment**	
	No			

Field		Type	Numeric			
		Size	8			
References		Chapter 29: The Guide to Processing Personnel Actions				

Amount – Relocation Bonus

Description
A one-time dollar amount paid to a current employee who relocates to take a hard-to-fill position. Bonuses may not exceed 25% of the annual rate of basic pay. Recipients are required to sign an agreement to stay with GSA for a specified period of time. A recruitment bonus may be paid to an employee appointed as a GS/GM, SL/ST, SES, LEO, Executive Schedule, Presidential Appointee, and others with OPM approval.

Navigation
RPA → Salary Change → Pay Adjustment

List of Values	N/A				
Input via RPA	Yes	√	**NOAC**	816	
	No		**NOA**	Relocation Bonus	
			Auth Code		
Data Required	Yes		**Data Comment**		
	No	√			
Flow to Payroll?	Yes		**PAR Comment**		
	No	√			
CPDF?	Yes	√	**CPDF Comment**		
	No		Submitted on Dynamics submissions.		
Field	Type	Numeric			
	Size	8			
References	Chapter 29: The Guide to Processing Personnel Actions				

Amount – Severance Pay

Description   This element shows the total severance pay to which an employee is entitled. The Severance Pay is a sum of money (based on last salary, length of service, and age), which an employee may be paid when separated involuntarily from an agency, such as during a reduction in force. An employee is ineligible for severance pay if the separation results from misconduct or if the employee is eligible for an immediate (retirement) annuity. (5 CFR part 550, subpart G)

Navigation   RPA → Separation → Extra Information → US Fed Benefit Severance Pay

List of Values	N/A				
Input via RPA	Yes	√	**NOAC**		
	No		**NOA**		
			Auth Code		
Data Required	Yes		**Data Comment**		
	No	√			
Flow to Payroll?	Yes	√	**PAR Comment**		
	No		PAR formats 3, and 13.		
CPDF?	Yes		**CPDF Comment**		
	No	√			
Field	Type	Numeric			
	Size	5			
References					

Amount – Staffing Differential Pay

Description   The annual total dollar amount paid over and above basic salary to make it easier to hire and retain employees in selected grades and/or occupation groups.

Navigation   RPA → Salary Change → Other Pay → Block 20D

Person Summary → Pay: Salary

List of Values	N/A				
Input via RPA	Yes	√	**NOAC**		
	No		**NOA**		
			Auth Code		
Data Required	Yes		**Data Comment**		
	No	√			
Flow to Payroll?	Yes	√	**PAR Comment**		
	No		PAR format 11.		
CPDF?	Yes	√	**CPDF Comment**		
	No		Submitted on status Dynamics and Status submissions.		
Field	Type	Numeric			
	Size	5			
References	1. Chapter 17: The Guide to Processing Personnel Actions 2. The Guide to Personnel Data Standards				

Amount – Supervisory Differential Pay

Description   The annual total dollar amount paid, over and above basic pay, to a General Schedule supervisor who otherwise would be paid less than one or more of the civilian employees supervised. (5 U.S.C. 5755)

The payment of the supervisory differential cannot exceed more than 3 percent of the highest paid subordinate employee.

Navigation   RPA → Other Pay → Position Data Block 20D

Person Summary → Pay: Salary

List of Values	N/A				
Input via RPA	Yes	√	**NOAC**		
	No		**NOA**		
			Auth Code		
Data Required	Yes		**Data Comment**		
	No	√			
Flow to Payroll?	Yes	√	**PAR Comment** PAR format 11.		
	No				
CPDF?	Yes	√	**CPDF Comment** NOAC 810 is output to the dynamic record and places the value of AL4/M5N in positions 226-232.		
	No				
Field	Type	Numeric			
	Size	5			
References	1. Chapter 17: The Guide to Processing Personnel Actions 2. The Guide to Personnel Data Standards				

Amount – TSP

Description   This element shows the whole dollar amount that the employee elects to contribute by deduction into the TSP. System edits will not allow you to enter an amount that exceeds the allowable percentage. In order to calculate the maximum allowable amount, the system multiplies the percentage allowed by the TSP base pay.

TSP base pay is computed by the system in these ways:

- Annual salary divided by 2087, multiplied by the value normal hours per pay period.
- Hourly rate multiplied by normal hours per pay period.
- Per Diem rate multiplied by 10 (days.)

As with field Rate, CSRS employees (Retirement Plan = 1, 6, C, E, R, T) can have up to 5% of their base pay, per pay period, deducted; FERS employees can chose to have up to 10% (Retirement Plan = K, L, M, N).

Do not use this field if the employee chooses to deduct by rate; use the Rate field instead.

Navigation   RPA → Extra Information → US Fed Benefit Thrift Savings Plan

Person Summary → Person: Information SCD

List of Values	"0000" through "9999"			
Input via RPA	Yes	√	**NOAC**	
	No		**NOA**	
			Auth Code	
Data Required	Yes		**Data Comment**	
	No	√		
Flow to Payroll?	Yes	√	**PAR Comment** PAR format 12.	
	No			

Amount – TSP, Continued

CPDF?	Yes		CPDF Comment
	No	√	

Field	Type	Numeric			
	Size	5			
References					

Annual Leave Balance

Description Indicates the amount of unused annual leave an employee has remaining.

Navigation Self Service → Views → Leave

List of Values	N/A		
Input via RPA	Yes		
	No	√	
Data Required	Yes		**Data Comment**
	No	√	
Flow to Payroll?	Yes		**PAR Comment**
	No	√	This data is flowed from PAR.
CPDF?	Yes		**CPDF Comment**
	No	√	
Field	Type		
	Size		
References			

Annual Leave Used YTD

Description   Indicates the amount of annual leave an employee has used year to date.

Navigation   Self Service → Views → Leave

List of Values	N/A		
Input via RPA	Yes		
	No	√	
Data Required	Yes		**Data Comment**
	No	√	
Flow to Payroll?	Yes		**PAR Comment**
	No	√	This data is flowed from PAR.
CPDF?	Yes		**CPDF Comment**
	No	√	
Field	Type		
	Size		
References			

Annuitant Indicator

Description   The status of an annuitant appointed to a position in the Federal civilian service.

Navigation   RPA → Employee and Position Data → Block 28

RPA → Others → Assignment Extra Information → US Federal Assignment RPA

Self Service → Views → Assignment

Person Summary → Assignment Information

List of Values	1 Reempl Ann-CS 2 Ret Officer 3 Ret Enlisted 4 Ret Off/Reempl Ann-CS 5 Ret Enl/Reempl Ann-CS 6 CS – no reduction 7 Ret Off/CS – no reduc 8 Ret Enl/CS – no reduc 9 Not applicable A Reempl Ann – FE B Former Ann-FE C Ret Off/Reempl Ann-FE D Ret Off/Former Ann-FE E Ret Enl/Reempl Ann-FE F Ret Enl/Former Ann-FE G FE – no reduction H Ret Off/FE – no reduc J Ret Enl/FE – no reduc		
Input via RPA	Yes	√	**NOAC**
	No		**NOA**
			Auth Code
Data Required	Yes		**Data Comment**
	No	√	Complete this field on: **(1)** Appointments **(2)** Conversions to appointments, **(3)** Separations, and **(4)** any action that results in a change in the code shown in this block.

Flow to Payroll?	Yes	√	**PAR Comment**
	No		PAR formats 1 and 9.

CPDF?	Yes	√	**CPDF Comment**
	No		Submitted on Status submissions.

Field	Type	Alphanumeric		
	Size	1		

References	1. Chapter 4 and 28: The Guide to Processing Personnel Actions
	2. The Guide to Personnel Data Standards

Appointing Authority Code

Description   Codes established by OPM to reflect the laws, Executive Orders, regulations, or other basis that authorize an appointing officer to effect personnel actions on an employee.

Navigation   RPA → Others → Person Extra Information → US Federal Person Group 1

List of Values	See your CHRIS Manager		
Input via RPA	Yes	√	
	No		
Data Required	Yes	√	**Data Comment**
	No		
Flow to Payroll?	Yes		**PAR Comment**
	No	√	
CPDF?	Yes	√	**CPDF Comment**
	No		Submitted on Status and Dynamics submissions.
Field	Type		
	Size		
References			

Appointment Type

Description This field specifies the exact nature of the appointment under which an employee is serving.

Navigation RPA → Extra Information → US Fed Appointment Information / US Fed Change in Tenure

RPA → Others → Person Extra Information → US Federal Person Group 1

Self Service → Views → Assignment

Person Summary → Assignment Information

List of Values	
00	Not Applicable
1A	Competitive – Career
1B	Career Executive Assignment – Career
1C	Excepted – Career
1D	Canal Zone Career
1L	Non-career Executive Assignment
2A	Competitive – Career Conditional
2B	Career Executive Assignment – Conditional
2C	Excepted – Conditional
2D	Canal Zone – Conditional
2F	Veterans Readjustment
3A	Temporary Appointment – NTE
3C	Excepted Appointment – NTE
3D	Canal Zone Temporary Appointment – NTE
3E	Canal Zone Term Appointment – NTE
3F	Term Appointment – NTE
3H	Overseas Limited Appointment – NTE
3J	Overseas Temporary Appointment – NTE
4A	Temporary Appointment Pending Establishment of Register (TAPER)
4B	Limited Executive Assignment
4C	Excepted Indefinite
4D	Canal Zone TAPER
4E	Canal Zone Retention in Status Quo
4F	Special Tenure
4G	Indefinite Appointment
4H	Overseas Limited Appointment
4J	Emergency – Indefinite
4K	Retention in Status Quo
4L	Non-career Executive Assignment – TAPER/Indefinite
4M	Provisional Appointment – NTE

List of Values	5A SES – Career
	5B SES – Non-career – Permanent
	5C SES – Limited Term Appointment – NTE
	5D SES – Limited Emergency Appointment – NTE
	5E SES – Non-career – Indefinite
	5F SES – Provisional Appointment – NTE
	6A Career (FAS Convertee)
	6B Excepted – Non US Citizen
	6C Temporary Employee – Competitive
	6D SFS Career Minister Counselor
	6E SFS Career Minister
	6F SFS Career Counselor
	6G SFS Career Overseas Specialist
	6H Career (FSO) Generalist
	6J Career Overseas Specialist
	6K FSO Candidate (Generalist)
	6L Career Candidate (Generalist)
	6M Career Candidate (Overseas Specialist)
	6N Foreign Service Limited
	6P Resident Staff
	6Q FS Re-employed Annuitant
	6R Personal Services Contractor
	6S Career (Converted from FAS)
	6T SFS Career Candidate
	6U SFS Limited
	6V FS Recall Appointment
	6X FS Excursion
	6Y FS Non-career Appointee

Input via RPA	Yes	√	NOAC	
	No		NOA	
			Auth Code	

Data Required	Yes		Data Comment
	No	√	

Flow to Payroll?	Yes	√	PAR Comment
	No		PAR formats 1, 5, 6, 9, and 13.

CPDF?	Yes		CPDF Comment
	No	√	

Field	Type	Numeric			
	Size	5			
References	1. Chapter 4 and 28: The Guide to Processing Personnel Actions 2. The Guide to Personnel Data Standards				

Appraisal Type

Description   A one-character alphabetic code that indicates the type of appraisal system according to the employee's pay plan at the time of the rating.

Navigation   RPA → Extra Information → US Fed Perf Appraisal

RPA → Others → Special Information → US Fed Perf Appraisal

Self Service → Views → Performance

Person Summary → Performance

List of Values	1-PMS -- Performance Management System 2-SES -- SES Appraisals 3-PMRS – Historical Use Only			
Input via RPA	Yes	√	**NOAC**	
	No		**NOA**	
			Auth Code	
Data Required	Yes		**Data Comment**	
	No	√		
Flow to Payroll?	Yes		**PAR Comment**	
	No	√		
CPDF?	Yes		**CPDF Comment**	
	No	√		
Field	Type	Numeric		
	Size	1		
References				

Appraisal Rating Effective Date

Description   A date (DD-MON-YYYY) representing the appraisal/rating effective date.

The effective date of an annual rating is April 1 for PMS ratings (except pay plan GM), August 1 for pay plan GM (formerly PMRS) ratings, and September 30 for SES ratings, or the date signed by the reviewing official, whichever is later.

Navigation   RPA → Extra Information → US Fed Perf Appraisal

RPA → Others → Special Information → US Fed Perf Appraisal

Self Service → Views → Performance

Person Summary → Performance

List of Values	DD-MON-YYYY				
Input via RPA	Yes	√	**NOAC**		
	No		**NOA**		
			Auth Code		
Data Required	Yes		**Data Comment**		
	No	√			
Flow to Payroll?	Yes		**PAR Comment**		
	No	√			
CPDF?	Yes		**CPDF Comment**		
	No	√			
Field	Type	Date			
	Size	6			
References	Chapter 29 -- GSA Performance Management Handbook, OAD P 9430.1				

Appropriation Code1 and 2

Description Statutory authority that permits Federal agencies to incur obligations and to make payments out of the Treasury for specified purposes.

Appropriations may be current or permanent, definite or indefinite, and available for different periods.

The detail layout of this field is as follows:

Fund Code (3)
Serv Code (1)
Region   (2)
ORG Code (5)
Budget Act(2)
Obj Class (2)
Func CD   (3)
Cost Elem (3)
Craft Code(3)

Navigation RPA → Employee and Position Tab → Block 36

Work Structures → Position → Build and Maintain → Others → US FED Position Group 2

Self Service → Views → Assignment → Position Information

Person Summary → Position: Organization/Appropriation Code/Etc.

List of Values	Go to CHRIS Lookups and Select Appropriation Code			
Input via RPA	Yes	√	**NOAC**	
	No		**NOA**	
			Auth Code	
Data Required	Yes		**Data Comment**	
	No	√		
Flow to Payroll?	Yes	√	**PAR Comment**	
	No		Passed to Payroll when money is involved: accessions and awards, on PAR formats 1, 5, 6, 8, and 10.	

CPDF?	Yes		**CPDF Comment**

	No	√			

Field	Type	A 21/24-character field.			
	Size	21/24			

References	

Approval Date

Description   Indicates the date a personnel action was approved.

Navigation   Self Service → Views → Personnel Actions

List of Values	DD-MON-YYYY		
Input via RPA	Yes		
	No	√	
Data Required	Yes		**Data Comment**
	No	√	
Flow to Payroll?	Yes		**PAR Comment**
	No	√	
CPDF?	Yes		**CPDF Comment**
	No	√	
Field	Type		
	Size		
References			

Assignment/Appointment Not To Exceed

Description   Appointment Not To Exceed includes temporary or limited appointments made for periods up to one year or less.

Navigation   RPA → Others → Assignment Extra Information → US Federal Assignment NTE Dates

List of Values	DD-MON-YYYY		
Input via RPA	Yes	√	**NOAC**
	No		**NOA**
			Auth Code
Data Required	Yes		**Data Comment**
	No	√	
Flow to Payroll?	Yes	√	**PAR Comment** PAR formats 1, 5, 6, 9 and 13.
	No		
CPDF?	Yes		**CPDF Comment**
	No	√	
Field	Type	Date	
	Size	6	
References			

Assignment Not To Exceed Start Date

Description   Indicates the start date of the temporary or limited appointment of an employee.

Navigation   RPA → Others → Assignment Extra Information → US Federal Assignment NTE Dates

List of Values	DD-MON-YYYY				
Input via RPA	Yes	√	**NOAC**		
			NOA		
			Code		
	No	√	**Data Comment**		
Flow to Payroll?	Yes		**PAR Comment**		
	No	√			
CPDF?	Yes		**CPDF Comment**		
		√			
Field	Type	Date			
	Size	6			
References					

Assignment Status

Description   System generated field.

Navigation   Self Service → Views → Assignment

Person Summary → Assignment Information

List of Values	Accepted	Offer
	Active Application	Suspend Assignment
	Active Assignment	Terminate Application
	Active Appointment	Terminate Assignment
	End	
	First Interview	
	Second Interview	

Input via RPA	Yes	
	No	√

Data Required	Yes		**Data Comment**
	No	√	

Flow to Payroll?	Yes		**PAR Comment**
	No	√	

CPDF?	Yes		**CPDF Comment**
	No	√	

Field	Type	
	Size	

References	

AUO Pay

Description   Increment of up to 25 percent of basic pay paid on an annual basis for substantial amounts of overtime work that cannot be controlled administratively and that is required on an irregular basis.

Navigation   RPA → Position Data → Block 20D

Person Summary → Pay: Salary

List of Values	Not Applicable
	1 5% of applicable salary
	2 7.5% of applicable salary
	3 10% of applicable salary
	4 12.5% of applicable salary
	5 15% of applicable salary
	6 17.5% of applicable salary
	7 20% of applicable salary
	8 22.5% of applicable salary
	9 25% of applicable salary
	A 10% of applicable salary (AUO)
	C 15% of applicable salary (AUO)
	E 20% of applicable salary (AUO)
	G 25% of applicable salary (AUO)
	H Hazard pay
	N 5% of applicable salary (standby)
	P 10% of applicable salary (standby)
	S 15% of applicable salary (standby)
	T 17.5% of applicable salary (standby)
	U 20% of applicable salary (standby)
	V 22.5% of applicable salary (standby)
	W 25% of applicable salary (standby)

Input via RPA	Yes	√	**NOAC**	
	No		**NOA**	
			Auth Code	

Data Required	Yes		**Data Comment**
	No	√	

Flow to Payroll?	Yes	√	**PAR Comment**
	No		PAR formats 1, 5, 6, 11, and 13.

CPDF?	Yes		**CPDF Comment**
	No	√	

Field	Type	Alphanumeric		
	Size	1		

References	1. Chapter 17: The Guide to Processing Personnel Actions
	2. The Guide to Personnel Data Standards

Availability Pay

Description   Availability pay is a special form of premium pay fixed at 25 percent of basic pay (including locality pay) that applies to criminal investigators who are required to work, or be available to work, substantial amounts of unscheduled overtime duty based on the needs of the employing agency. Criminal investigators receiving availability pay are exempt from the minimum wage and overtime pay provisions of the Fair Labor Standards Act and may not receive administratively uncontrollable overtime pay.

Navigation   RPA → Salary Change → Other Pay

Person Summary → Pay: Salary

List of Values	Not Applicable
	1 5% of applicable salary
	2 7.5% of applicable salary
	3 10% of applicable salary
	4 12.5% of applicable salary
	5 15% of applicable salary
	6 17.5% of applicable salary
	7 20% of applicable salary
	8 22.5% of applicable salary
	9 25% of applicable salary
	A 10% of applicable salary (AUO)
	C 15% of applicable salary (AUO)
	E 20% of applicable salary (AUO)
	G 25% of applicable salary (AUO)
	H Hazard pay
	N 5% of applicable salary (standby)
	P 10% of applicable salary (standby)
	S 15% of applicable salary (standby)
	T 17.5% of applicable salary (standby)
	U 20% of applicable salary (standby)
	V 22.5% of applicable salary (standby)
	W 25% of applicable salary (standby)

Input via RPA	Yes	√	**NOAC**	819
	No		**NOA**	Availability Pay
			Auth Code	Z2S P.L. 103-329, Sec. 633

Data Required	Yes		**Data Comment**
	No	√	

Flow to Payroll?	Yes		**PAR Comment**
	No	√	

CPDF?	Yes	√	**CPDF Comment**
	No		050.06.2
			Award amount must be 00000 or asterisks or an amount not more than 25 percent of (basic pay plus locality adjustment) rounded to the nearest dollar.

Field	Type	Numeric			
	Size	5			

References	1. Chapter 17: The Guide to Processing Personnel Actions
	2. The Guide to Personnel Data Standards

Award – Agency Code

Description   A two-digit alphabetic code used to represent the agency granting the award.

Navigation   RPA → Extra Information → US Fed Award and Bonus Information

List of Values	
AB	American Battle Monuments Commission
AD	US Arms Con and Disarm Ag
AF	Department of the Air Force
AG	Department of Agriculture
AH	National Foundation of the Arts and the Humanities
AI	US Institute of Peace
AM	Agency for International Development
AN	African Development Foundation
AP	Appalachian Regional Commission
AR	Department of the Army
AU	Federal labor Relations Authority
AW	Arctic Research Commission
BD	Merit Systems Protection Board
BF	Defense Nuclear Facilities Safety Board
BG	Pension Benefit Guaranty Corporation
BH	Commission for the Preservation of America's Heritage Aboard
BJ	Illinois and Michigan Canal Natnl Heritage Corridor Comm
BK	James Madison Memorial Fellowship
BO	Office of Management and Budget
BT	Architectural and Transportation Barriers Compliance Board
BW	Nuclear Waste Technical Review Board
BY	US Enrichment Corp
BZ	Christopher Columbus Fellowship Foundation
CC	Commission on Civil Rights
CE	Council of Economic Advisers
CF	Commission of Fine Arts
CG	National Education Goals Panel
CI	Central Intelligence Agency
CM	Department of Commerce
CS	Natnl Ed Stdrds and Improv Coun
CT	Commodity Futures Trading Commission
CU	National Credit Union Administration
CX	National Commission on Libraries and Information Science
DA	Delta Regional Authority
DC	Office of Policy Development
DD	Department of Defense
DJ	Department of Justice
DL	Department of Labor
DN	Department of Energy
EB	Export-Import Bank of the United States
EC	Office of Administration

List of Values	ED Department of Education
	EE Equal Employment Opportunity Commission
	EK Assassinations Rec Rev Bd
	EM Federal Emergency Management Agency
	EO Morris K. Udall Scholarship and Excellence Policy Foundation
	EP Environmental Protection Agency
	EQ Council on Environmental Quality
	ES Commission on Executive, Legislative, and Judicial Salaries
	EV Civil Lib Pub Ed Fund Bd
	EW Trade and Development Agency
	EX Executive Residence at the White House
	EY President's Crime Prevent Coun
	FC Federal Communications Commission
	FD Federal Deposit Insurance Corporation
	FI Federal Financial Institutions Examination Council
	FJ Chemical Safety and Hazard Investigation Board
	FK Farm Credit System Insurance Corporation
	FL Farm Credit Administration
	FM Federal Mediation and Conciliation Service
	FQ Court Services and Offender Supervision Agency
	FR Federal Reserve System – Board of Governors
	FT Federal Trade Commission
	FW Office of Special Counsel
	FY Federal Housing Finance Board
	GB Overseas Private Investment Corporation
	GE Barry Goldwater Scholarship and Excellence Foundation
	GG Office of Government Ethics
	GJ Presidio Trust
	GK Centennial of Flight Commission
	GN White House Commission on the National Moment of Remembrance
	GO Vietnam Education Foundation
	GS General Services Administration
	GW International Boundary and Water Commission – US and Mexico
	GX International Boundary Commission – United States and Canada
	GY International Joint commission – United States and Canada
	HB Committee for Purchase from People who are Disabled
	HD US Holocaust Memorial Council
	HE Department of Health and Human Services
	HP Advisory Council on Historic Preservation
	HS Office of Homeland Security
	HT Harry S. Truman Scholarship Foundation
	HU Department of Housing and Urban Development
	IB Broadcasting Board of Governors
	IF Inter-American Foundation
	IN Department of the Interior
	JL Judicial Branch
	KS Corporation for National and Community Service
	LA Architect of the Capitol
	LB Botanic Garden

List of Values	LC Library of Congress
	LD Congressional Budget Office
	LE Physician Payment Rev Com
	LF Federal Election Commission
	LG General Accounting Office
	LL Congress
	LN Prospective Pay Assess Com
	LP Government Printing Office
	LQ John C. Stennis Center for Public Service Training and Devt
	LS Competitiveness Pol Coun
	LT US Tax Court
	MA Marine Mammal Commission
	MC Federal Maritime Commission
	NF National Science Foundation
	NK National Council on Disability
	NL National Labor Relations Board
	NM National Mediation Board
	NN National Aeronautics and Space Administration
	NP National Capital Planning Commission
	NQ National Archives and Records Administration
	NS National Security Council
	NU Nuclear Regulatory Commission
	NV Department of the Navy
	OM Office of Personnel management
	OS Occupational Safety and Health Review Commission
	OV Office of the Vice President
	PC Office of Transition Administration
	PD Public Defender Service of the District of Columbia
	PI Public International Organization
	PJ Postal Rate Commission
	PO US Postal Service
	PU Peace Corps
	QQ Office of National Drug Control Policy
	RE Office of Navajo and Hopi Indian Relocation
	RF Federal Retirement Thrift Investment Board
	RH Armed Forces Retirement Home
	RR Railroad Retirement Board
	RS Federal Mine Safety and Health Review Commission
	SB Small Business Administration
	SE Securities and Exchange Commission
	SK Consumer Product Safety Commission
	SM Smithsonian Institution
	SS Selective Service System
	ST Department of State
	SU Susquehanna Rvr Basin com
	SZ Social Security Administration
	TB National Transportation Safety Board
	TC US International Trade Commission
	TD Department of Transportation

List of Values	TN Office of the US Trade Representative TR Department of the Treasury TS Office of Science and Technology Policy TV Tennessee Valley Authority UJ Japan-United States Friendship Commission UT Utah Reclamation Mitigation and Conservation Commission VA Department of Veterans Affairs WH The White House ZD US Court of Appeals for Veterans Claims ZG Office of Compliance ZJ Natnl Com on Cost of High Ed ZK Commission on the Advancement of Federal Law Enforcement ZL Medicare payment Advisory Commission ZN Trade Deficit Review Commission ZO Commission on Security and Cooperation in Europe ZP US Commission on International Religious Freedom ZQ Millenial Housing Commission ZS United States – China Security Review Commission ZT Commission on Affordable Housing ZV Comm on People's Republic of China ZW Commission on Ocean Policy ZY Natl Comm to Ensure Consumer Inf and Choice in Airline Industry

Input via RPA	Yes	√	NOAC	
	No		NOA	
			Auth Code	

Data Required	Yes		Data Comment
	No	√	

Flow to Payroll?	Yes		PAR Comment
	No	√	

CPDF?	Yes		CPDF Comment
	No	√	

Field	Type	Alphanumeric			
	Size	2			
References	1. Chapter 29: The Guide to Processing Personnel Actions				

Award Type

Description   Citation for some work related purpose that advances the efforts of some organization to meet or exceed goals.

Navigation   RPA → Extra Information → US Fed Award and Bonus Information

Self Service → Views → Award and Bonus

Person Summary → Awards/Bonus

List of Values	
01	Suggestion Cash Award
03	Invention Cash Award
04	Scientific Achievement Cash Award
06	Special Act or Service Award
07	Quality Step Increase
66	SES Bonus Award
67	SES Meritorious Rank Award
68	SES Distinguished Rank Award
7J	OPM Snap Award
7K	OPM Rapid Award
7L	OPM Pendleton Award
7M	OPM Goal Sharing Award
7N	OPM Champions Award
7P	OCAS Silver Dollar Award
8A	PMRS Performance Award
8B	On the Spot Cash Award
93	Separation Incentive
9L	Performance Award
FT	Fast Track
G0	Individual Cash Award
G1	Group Cash Award
G2	Individual Suggestion/Invention
G3	Group Suggestion/Invention
G4	Foreign Language Award
G5	Travel Savings Incentive
G6	Individual Time Off
G7	Group Time Off
GI	Productivity Award
N0	NCUA Lump Sum Merit Payment
N1	NCUA Travel Bonus

Input via RPA	Yes	√	NOAC	
	No		NOA	
			Auth Code	

Data Required	Yes		Data Comment
	No	√	

Flow to Payroll?	Yes	√	PAR Comment
	No		PAR format 10.

CPDF?	Yes		CPDF Comment
	No	√	

Field	Type	Alphanumeric		
	Size	2		

References	1. Chapter 29: The Guide to Processing Personnel Actions

AWOL YTD

Description   Accumulated year-to date total of periods of absences for which an employee did not obtain advance authorization or for which a request for leave was denied.

Navigation   Self Service → Views → Leave

List of Values	N/A		
Input via RPA	Yes		
	No	√	
Data Required	Yes		**Data Comment**
	No	√	
Flow to Payroll?	Yes		**PAR Comment**
	No	√	This data is flowed from payroll.
CPDF?	Yes		**CPDF Comment**
	No	√	
Field	Type		
	Size		
References			

Bargaining Unit Status

Description   This element identifies the employee's status relating to Federal employee bargaining unit representation.

Navigation   RPA → Employee and Position Tab → Block 37

Work Structures → Position → Build and Maintain → Extra Information → US Federal Position Group 1

Self Service → Views → Assignment → Position Information

Person Summary → Assignment Information

List of Values	0010 AFGE – all NARA non-professional employees 0020 AFGE 32N 0030 AFGE 32P 0040 AFGE 2450 - ROC 0051 NFFE – all professional employees 0052 NFFE – all non-professional employees 0055 AFGE – all professional employees 0062 AFGE – all non-professional employees 0075 AFGE 2450 - FIPC 0187 IBPO/529 – all FPO's & guards 0328 Region 2 – all grds, prtctv offcrs, phys scrty, prtctn, & crime prvntn spclts 0329 FOP DC Lodge #1, Federal Protective Service Labor Committee 0410 IBEW/27 – all PBS electrical shop workers 0420 BPAT/1632 – all PBS paint shop workers 0430 LUNA/960 – specific PBS employees 0461 IPPA/713 – all PBS sign shop employees 0500 NAPFE/202 – all PBS custodians & elevator operators 0601 Unknown 0666 FLEA – all FPO's and guards in VA, WV, DE & PA 0800 APWU – all GSA employees in North & South Carolina except Raleigh 0815 LIUNA/700 – all Ex P & Ex GDS 0820 NAGE/R-66 – all GSA workers in Memphis 1420 APWU/249 – all PBS employees in West Laredo 1510 IUOE/501 – all PBS operating engineers 1660 IAMAW/17 – Motor pool clerks 6666 Bargaining Unit Status is in transition (Mass Transfer) 7777 Eligible but not in a Bargaining Unit 8888 Ineligible for inclusion in a Bargaining Unit

Input via RPA	Yes	√	NOAC	Labor organization representation changes so Bargaining that employee is covered by a different Unit Status bargaining unit, is changed from "covered" to (37) "not covered," or from "not covered" to "covered" is 800
	No			
			NOA	Change in Data Element
			Auth Code	CGM 5 U.S.C. 552a(e)(5)

Data Required	Yes	√	**Data Comment**
	No		Must be completed on:

Must be completed on:
(1) Appointments,
(2) Conversions to appointments,
(3) Separations, and
(4) Any action that moves an employee to a bargaining unit.

Flow to Payroll?	Yes		**PAR Comment**
	No	√	

CPDF?	Yes	√	**CPDF Comment**
	No		Submitted on Status submissions.

CPDF Comment
Submitted on Status submissions.

060.02.1 If pay plan is ES, Then bargaining unit must be 8888 or asterisks.

Default: Insert 8888 in bargaining unit.

060.03.1 If bargaining unit is other than 6666, 7777, 8888, or asterisks, Then the bargaining unit must be authorized for use in the agency. Default: Retain data as submitted. Failing the edit does not cause the record or data element to be counted as an error, but agency should validate the bargaining unit code with the LAIRS (Labor Agreement and Information Retrieval System) contact.

Field	Type	Alphanumeric			
	Size	4			

References	1. Chapter 4 and 28: The Guide to Processing Personnel Actions
	2. The Guide to Personnel Data Standards
	3. Union Recognition in the Federal Government

Basic Pay

Description   The base salary of an employee.

Navigation   RPA → Position Data Tab → Block 20A

Self Service → Views → Pay and Benefits

Person Summary → Pay: Salary

List of Values	For Wage Grade employees, enter the hourly rate i.e.$3.35 per hour, for GS employees enter the annual salary i.e.$21,536.00 per year			
Input via RPA	Yes	√	**NOAC**	
	No		**NOA**	
			Auth Code	
	Yes	√	**Data Comment** Leave blank on actions that grant administratively uncontrollable overtime excluding allowances, pay, availability pay, and Senior Executive Service rank awards (Natures of Action 818, 819, and 878). Complete on: **(1)** Separations; **(2)** Actions that place employee in nonpay status; and **(3)** Any action that changes employee's salary, or **(4)** Any action that changes administratively uncontrollable overtime pay or that terminates administratively uncontrollable overtime pay or availability pay. Completion is optional for other actions; follow your agency's instructions.		
	No				
Flow to Payroll?	Yes		**PAR Comment**	
		√		

CPDF?	Yes	√	**CPDF Comment**
	No		Submitted on Dynamics and Status submissions.

Field	Type	Numeric			
	Size	8			

References	1. Chapter 4: The Guide to Processing Personnel Actions
	2. The Guide to Personnel Data Standards

Career Ladder

Description   A checkmark in this field indicates that this position is part of a series of positions that represent the progression of duties up to the full performance level position.

Navigation   Federal Position → Position Descriptions

List of Values	Blank (N) Check mark (Y)			
Input via RPA	Yes	√	**NOAC**	
	No			
			Code	
			Data Comment	
	No	√		
	Yes		**PAR Comment**	
	No	√		
CPDF?	Yes		**CPDF Comment**	
		√		
Field	Type			
	Size			
References				

Category

Description   This field indicates whether the position description has a particular use status.

Navigation   Federal Position → Position Descriptions

List of Values	Active Inactive Standard Canceled				
Input via RPA	Yes	√	**NOAC**		
	No		**NOA**		
			Auth Code		
Data Required	Yes		**Data Comment**		
	No	√			
Flow to Payroll?	Yes		**PAR Comment**		
	No	√			
CPDF?	Yes		**CPDF Comment**		
	No	√			
Field	Type				
	Size				
References					

Citizenship

Description   This field indicates the US citizenship status of the employee.

Navigation   RPA → Employee and Position Tab → Block 49

RPA → Others → Person Extra Information → US Fed Person RPA

Self Service → Views → Personal

List of Values	1 U.S. Citizens, includes Nationals 8 Other, non-U.S., employed in U.S. or territory		
	Yes	√	
	No		
Data Required	Yes		**Data Comment**
		√	Complete on: **(1)** Appointments, **(2)** Conversions to appointments, and **(3)** Separations. Completion is optional for other actions; follow your agency's instructions.
Flow to Payroll?	Yes		**PAR Comment**
	No	√	
CPDF?	Yes	√	**CPDF Comment**
	No		Submitted on Status submissions. **740.02.1** If U.S. citizenship is not 1, Then the first 2 positions of duty station must be numeric, US, xQ, or asterisks. Default: Reject transaction.
Field	Type	Numeric	
	Size	1	
References			

Classifier Name, Title and Date

Description   The classifier certifies that the position has been classified/graded in accordance with Title 5 U.S. Code. Select the appropriate name, title, and input the appropriate date that is applicable.

Navigation   RPA → Others → PD Cover Sheet

Federal Position Description → Classifier Tab

List of Values	Name = Employee List Title = Will Automatically Populate Date = DD-MON-YYYY		
Input via RPA	Yes	√	**NOAC**
	No		**NOA**
			Auth Code
	Yes		**Data Comment**
	No	√	
	Yes		**PAR Comment**
	No	√	
	Yes		**CPDF Comment**
		√	
Field	Type		
	Size		
References			

College Major-Minor

Description Indicates whether the academic discipline was a major or minor field of study.

Navigation RPA → Others → Special Information → US Fed Education

List of Values	0 = None 1 = Major Field of Study 2 = Minor Field of Study 9 = Unknown			
Input via RPA	Yes	√	**NOAC**	
	No		**NOA**	
			Auth Code	
Data Required	Yes		**Data Comment**	
	No	√		
Flow to Payroll?	Yes		**PAR Comment**	
	No	√		
CPDF?	Yes		**CPDF Comment**	
	No	√		
Field	Type	Numeric		
	Size	1		
References				

Competences

Description   **Reserved for Future Use**

Navigation

List of Values			
Input via RPA	Yes		
	No		
	Yes		**Data Comment**
	No		
	Yes		**PAR Comment**
	No		
CPDF?	Yes		**CPDF Comment**
	No		
Field	Type		
	Size		
References			

Competitive Area

Description   For Reduction in Force, that part of an agency within which employees are in competition for retention. Generally it is restricted by what is considered a "local commuting area".

Navigation   Work Structures → Position → Build and Maintain → Extra Information → US Fed Position Group 1

Person Summary → Position: Organization/Appropriation Code/Etc.

List of Values	Go To CHRIS Lookups and Select Comp Area		
Input via RPA	Yes		
	No	√	
Data Required			**Data Comment**
	No	√	
Flow to Payroll?	Yes		**PAR Comment**
	No	√	
CPDF?	Yes		**CPDF Comment**
	No	√	
Field	Type	Alphanumeric	
	Size	2	
References			

Competitive Level

Description A serially assigned number or alphanumeric code that when combined with pay plan, grade, and work schedule, defines the competitive level of a position. Positions are in the same competitive level if they are sufficiently similar so that an individual in one position may be readily changed to any of the other positions without a change in appointment or undue interruptions to the work.

Navigation Federal Position Descriptions

Work Structure → Position → Build and Maintain → Extra Information → US Fed Position Group 1

Person Summary → Position: Organization/Appropriation Code/Etc.

List of Values	Go to CHRIS Lookups and Select Comp Level			
Input via RPA	Yes			
	No	√	**NOA**	
			Code	
Data Required	Yes		**Data Comment**	
	No	√		
Flow to Payroll?	Yes		**PAR Comment**	
	No	√		
CPDF?	Yes		**CPDF Comment**	
	No	√		
Field	Type	Alphanumeric		
	Size	4		
References				

Coop Graduation Date

Description   The Student Educational Employment Program provides Federal employment opportunities to students who are enrolled or accepted for enrollment as degree seeking students taking at least a half-time academic, technical, or vocational course load in an accredited high school, technical, vocational, 2 or 4 year college or university, graduate or professional school. The Student Educational Employment Program, established December 16, 1994, is a streamlined program which replaces the old Federal Student Employment Program by consolidating four programs:

- Cooperative Education Program
- Federal Junior Fellowship Program
- Stay-In-School Program
- Harry S. Truman Scholarship Program

Navigation   RPA → Others → Special Information → US Fed Education

List of Values	DD-MON-YYYY			
	Yes		**NOAC**	
	No	√		
			Auth Code	
Data Required	Yes		**Data Comment**	
	No	√		
Flow to Payroll?	Yes		**PAR Comment**	
	No	√		
CPDF?	Yes		**CPDF Comment**	
	No	√		

Coop Graduation Date, Continued

Field	Type	Alphanumeric			
	Size	6			
References	http://www.opm.gov/employ/students/intro.htm				

Credit Hours

Description   The number of credit hours relating to an employee's highest educational level recorded in field called Educational Level.

Navigation   RPA → Others → Special Information → US Fed Education

List of Values	0000 through 9999		
Input via RPA	Yes	√	
	No		
	Yes		**Data Comment**
	No	√	
Flow to Payroll?	Yes		**PAR Comment**
	No	√	
CPDF?	Yes	√	**CPDF Comment**
	No		Submitted on Dynamics and Status submissions.
Field	Type	Numeric	
	Size	4	
References			

Credit Type

Description   Indicates the type of credit hours that are recorded in field called Credit Hours.

List of Values	1-Semester Hours 2-Quarter Hours 3-Other (Classroom)		
Input via RPA	Yes		
	No	√	
Data Required			**Data Comment**
	No	√	
Flow to Payroll?	Yes		**PAR Comment**
	No	√	
CPDF?	Yes		**CPDF Comment**
	No	√	
Field	Type	Numeric	
	Size	1	
References			

Creditable Military Service

Description   It is the total number of years and months of military service creditable for annual leave purposes.

Navigation   RPA → Extra Information → US Fed Appointment Information / US Fed Change is Retirement Plan / US Fed Uniformed Services

Self Service → Views → Personal

Person Summary → Person: Military/Education

List of Values	0000 through 9999		
Input via RPA	Yes	√	
	No		
Data Required	Yes		**Data Comment**
	No	√	
Flow to Payroll?	Yes		**PAR Comment**
	No	√	
CPDF?	Yes	√	**CPDF Comment**
	No		Submitted on Status and Dynamics submissions.
Field	Type	Numeric	
	Size	4	
References	Chapters 6 and 28: The Guide to Processing Personnel Actions		

Danger Pay

Description   An incentive paid to an employee related to difficulties associated with living abroad, specifically an incentive to serve at posts where there is war and/or civil insurrection.

Navigation   People → CHRIS Enter and Maintain → Assignment → Element Entries

Person Summary → Pay: Salary

List of Values	N/A		
	Yes		
		√	
Data Required	Yes		**Data Comment**
		√	
Flow to Payroll?	Yes		**PAR Comment**
	No	√	
CPDF?	Yes		**CPDF Comment**
	No	√	
Field	Type		
	Size		

Date Appraisal Period Ends

Description   Indicates the ending date of an employee's appraisal period.

Navigation   RPA → Extra Information → US Fed Performance Appraisal

List of Values	DD-MON-YYYY		
Input via RPA	Yes	√	
	No		
			Data Comment
	No	√	
Flow to Payroll?	Yes		**PAR Comment**
		√	
CPDF?	Yes	√	**CPDF Comment**
	No		Submitted on Status and Dynamics submissions.
Field	Type	Date	
	Size		
References			

Date Arrived Personnel Office

Description The date that an employee most recently came to their current servicing Personnel Office.

Navigation RPA → Extra Information → US Fed Appointment Information

RPA → Others → Assignment Extra Information → US Fed Assignment Non RPA

Self Service → Views → Assignment

List of Values	DD-MON-YYYY		
	Yes	√	
	No		
Data Required	Yes		**Data Comment**
	No	√	
Flow to Payroll?	Yes		**PAR Comment**
	No	√	
CPDF?	Yes		**CPDF Comment**
	No	√	
Field	Type	Date	
	Size		
References			

Date Award Earned

Description   The date an award was approved or its effective date.

Navigation   RPA → Award

Self Service → Views → Award and Bonus

Person Summary → Awards/Bonus

List of Values	DD-MON-YYYY		
Input via RPA	Yes	√	
	No		
Data Required	Yes		**Data Comment**
	No	√	
Flow to Payroll?	Yes	√	**PAR Comment**
	No		PAR format 10
CPDF?	Yes		**CPDF Comment**
	No	√	
Field	Type	Date	
	Size		
References			

Date Conversion Career Begins

Description   The date an employee begins their appointment counting towards career conversion (towards obtaining career status).

Navigation   RPA → Others → Extra Information → US Fed Conversions

Person Summary → Person: Information

List of Values	DD-MON-YYYY		
Input via RPA	Yes	√	
	No		
	Yes		**Data Comment**
	No	√	
Flow to Payroll?	Yes		**PAR Comment**
	No	√	
CPDF?	Yes		**CPDF Comment**
	No	√	
Field	Type	Date	
	Size		
References			

Date Conversion Career Due

Description   The date an employee has completed all requirements for conversion to career status and obtains such.

Navigation   RPA → Others → Extra Information → US Fed Conversions

Person Summary → Person: Information

List of Values	DD-MON-YYYY		
Input via RPA	Yes	√	
	No		
Data Required	Yes		**Data Comment**
	No	√	
Flow to Payroll?	Yes		**PAR Comment**
	No	√	
CPDF?	Yes		**CPDF Comment**
	No	√	
Field	Type	Date	
	Size		
References			

Date Entered Agency

Description   Indicates the date an employee first entered duty.

Navigation   Self Service → Views → Personal

List of Values	DD-MON-YYYY		
Input via RPA	Yes		
	No	√	
Data Required	Yes		**Data Comment**
	No	√	
Flow to Payroll?	Yes	√	**PAR Comment**
	No		PAR formats 1 and 13.
CPDF?	Yes		**CPDF Comment**
	No	√	
Field	Type	Date	
	Size		
References			

Date FEHB Dependent Certificate Expires

Description   By law, unmarried dependent children aged 22 or over who are incapable of self-support because of physical or mental incapacity, which existed before they reached age, 22 can be carried under their Federal employee parent's health coverage.

Navigation   RPA → Others → Extra Information → US Fed Person Group 1

List of Values	DD-MON-YYYY		
Input via RPA	Yes	√	
	No		
Data Required	Yes		**Data Comment**
	No	√	
Flow to Payroll?	Yes		**PAR Comment**
	No	√	
CPDF?	Yes		**CPDF Comment**
	No	√	
Field	Type	Date	
	Size		
References			

Date FEHB Eligibility Expires

Description   The expiration date for certifying registration of health benefits. Every eligible
employee must register to enroll or not enroll within 31 days of becoming
eligible. There are several eligibility conditions, such as new appointment,
reemployment after more than a three-day break in service, return to duty after
365 days in nonpay status and return from military service.

Navigation   RPA → Others → Extra Information → US Fed Person Group 1

List of Values	DD-MON-YYYY		
Input via RPA	Yes	√	
	No		
Data Required	Yes		**Data Comment**
	No	√	
Flow to Payroll?	Yes		**PAR Comment**
	No	√	
CPDF?	Yes		**CPDF Comment**
	No	√	
	Type	Date	
	Size		
References	FPM Supplement 890-1, subchapter 7.		

Date From/Date To

Description   Indicates the starting date (Date From) and the ending date (Date To).

Navigation   RPA → Others → Extra Information → US Fed Retained Grade

Work Structure → Position → Build and Maintain → Extra Information → US Fed Position Description

Person Summary → Assignment: Probation/Retained Grade

List of Values	DD-MON-YYYY		
Input via RPA	Yes	√	
	No		
Data Required	Yes		**Data Comment**
		√	
	Yes		**PAR Comment**
	No	√	
CPDF?	Yes		**CPDF Comment**
	No	√	
Field	Type	Date	
	Size		
References			

Date Last Promotion

Description   The date that an employee received their last permanent promotion, even if it took place at another Federal agency. If the employee has not been promoted while in the Federal service, use the date of the latest appointment. This date will not change when an employee is changed to a lower grade. If a temporary employee serves continuously on one or more temporary appointments and is subsequently converted to a different type of appointment, use the original appointment date if the grade has not changed. If it has changed, then use the date of the appointment, or conversion to an appointment, that reflects the highest grade.

Navigation   RPA → Others → Extra Information → US Fed Person Group 1

Self Service → Views → Assignment

Person Summary → Assignment: Information

List of Values	DD-MON-YYYY		
Input via RPA	Yes	√	
	No		
Data Required	Yes		**Data Comment**
		√	
Flow to Payroll?	Yes		**PAR Comment**
		√	
CPDF?	Yes		**CPDF Comment**
		√	
Field	Type	Date	
	Size		
References			

Date of Birth

Description   The date a person was born. All dates are expressed in day (DD), month (MON), and year (YYYY).

When the requesting office has entered employee's date of birth, check it against the Official Personnel Folder, application/resume, or Standard Form 75, Request for Preliminary Employment Data; to be sure it has been entered correctly.

Based on the date of birth entered into the system, Oracle calculates the employee's age automatically on the person form.

Navigation   RPA → Requesting Info Tab → Block 3

Self Service → Views → Personal

Person Summary → Person: Information

List of Values	DD-MON-YYYY		
Input via RPA	Yes	√	
	No		
	Yes	√	**Data Comment**
	No		Complete on all actions.
	Yes	√	**PAR Comment**
			PAR formats 1, 9, and 13.

CPDF?	Yes	√	**CPDF Comment**
	No		Submitted on Status and Dynamic submissions.
			110.05.1 Date of birth must be at least 13 years less than the as of date, or be asterisks.
			Default: Insert asterisks in date of birth. Note: Minimum established at 13 to accommodate special Department of Defense program for dependents of service people stationed overseas.
			110.02.2 If nature of action is 300, Then effective date of personnel action year must be 50 or more years later than birth date year.
			Default: Insert asterisks in date of birth.

Field	Type	Date		
	Size	6		

References	The Guide to Personnel Data Standards

Date of SES Appointment

Description   Indicates the starting date of the SES appointment for the employee.

Navigation   RPA → Others → Extra Information → CHRIS Person Information

List of Values	DD-MON-YYYY		
Input via RPA	Yes	√	
	No		
Data Required	Yes		**Data Comment**
	No	√	
Flow to Payroll?	Yes		**PAR Comment**
		√	
CPDF?	Yes		**CPDF Comment**
		√	
Field	Type	Date	
	Size		
References			

Date Position Classified

Description   Indicates when the position was classified.

Navigation   Work Structure → Position → Build and Maintain → Extra Information → US
Fed Position Group 2

List of Values	DD-MON-YYYY		
Input via RPA	Yes		
	No	√	
Data Required	Yes		**Data Comment**
		√	
Flow to Payroll?	Yes		**PAR Comment**
		√	
CPDF?	Yes		**CPDF Comment**
		√	
	Type	Date	
	Size		
References			

Date Position Established

Description   Indicates when the position was created.

Navigation   Work Structure → Position → Build and Maintain

                Self Service → Views → Assignment → Position Information

List of Values	DD-MON-YYYY		
	Yes		
	No	√	
	Yes		**Data Comment**
		√	
	Yes		**PAR Comment**
		√	
	Yes		**CPDF Comment**
		√	
Field	Type	Date	
	Size		
References			

Date Probation/Trial Period Begins

Description   The beginning date of an employee's probationary or trial period.

Navigation   RPA → Others → Extra Information → US Fed Probations

Person Summary → Assignment: Probation/Retained Grade

List of Values	DD-MON-YYYY		
Input via RPA	Yes	√	
	No		
	Yes		**Data Comment**
		√	
	Yes		**PAR Comment**
		√	
	Yes		**CPDF Comment**
	No	√	
Field	Type	Date	
	Size		
References			

Date Probation/Trial Period Ends

Description   The ending date of an employee's probationary or trial period.

Navigation   RPA → Others → Extra Information → US Fed Probations

Person Summary → Assignment: Probation/Retained Grade

List of Values	DD-MON-YYYY		
	Yes	√	
	No		
Data Required	Yes		**Data Comment**
	No	√	
	Yes		**PAR Comment**
		√	
	Yes		**CPDF Comment**
		√	
Field	Type	Date	
	Size		
References			

Date Recmd Conversion Begins

Description   The recommended start date for an anticipated conversion appointment.

Navigation   RPA → Others → Extra Information → US Fed Conversions

List of Values	DD-MON-YYYY		
Input via RPA	Yes	√	
Data Required	Yes		**Data Comment**
	No	√	
Flow to Payroll?	Yes		**PAR Comment**
	No	√	
CPDF?	Yes		**CPDF Comment**
	No	√	
Field	Type	Date	
	Size		
References			

Date Recmd Conversion Due

Description   The recommended completion date for an anticipated appointment conversion.

Navigation   RPA → Others → Extra Information → US Fed Conversions

List of Values	DD-MON-YYYY		
	Yes	√	
Data Required	Yes		**Data Comment**
		√	
Flow to Payroll?	Yes		**PAR Comment**
	No	√	
CPDF?	Yes		**CPDF Comment**
		√	
	Type	Date	
	Size		
References			

Date Recruitment Agreement Expires

Description   Date the twelve-month service agreement expires.

Navigation   RPA → Extra Information → US Fed Recruitment Bonus

List of Values	DD-MON-YYYY		
Input via RPA	Yes	√	
	No		
Data Required	Yes		**Data Comment**
	No	√	
Flow to Payroll?			**PAR Comment**
	No	√	
CPDF?	Yes		**CPDF Comment**
	No	√	
Field	Type	Date	
	Size		
References			

Date Relocation Agreement Expires

Description   Date the twelve-month service agreement expires.

Navigation   RPA → Extra Information → US Fed Relocation Bonus

List of Values	DD-MON-YYYY		
Input via RPA	Yes	√	
	No		
Data Required			**Data Comment**
	No	√	
Flow to Payroll?	Yes		**PAR Comment**
	No	√	
CPDF?	Yes		**CPDF Comment**
	No	√	
Field	Type	Date	
	Size		
References			

Date SES Probation Expires

Description   Indicates when the probation period for a SES appointment expires.

Navigation   RPA → Others → Extra Information → US Fed Probations

Person Summary → Assignment: Probation/Retained Grade

List of Values	DD-MON-YYYY		
Input via RPA	Yes	√	
	No		
Data Required	Yes		**Data Comment**
	No	√	
Flow to Payroll?	Yes		**PAR Comment**
	No	√	
	Yes		**CPDF Comment**
	No	√	
Field	Type	Date	
	Size		

Date Started Present Position

Description   Indicates when the employee started working in the current position.

Navigation   Self Service → Views → Assignment → Position Information

List of Values	DD-MON-YYYY		
Input via RPA	Yes		
	No	√	
Data Required	Yes		**Data Comment**
	No	√	
Flow to Payroll?	Yes		**PAR Comment**
	No	√	
	Yes		**CPDF Comment**
	No	√	
Field	Type	Date	
	Size		
References			

Date Supervisor/Manager Probation Ends

Description   Ending date for an employee's supervisory or managerial probation period.

Navigation   RPA → Others → Extra Information → US Fed Probations

Person Summary → Assignment: Probation/Retained Grade

List of Values	DD-MON-YYYY		
Input via RPA	Yes	√	
Data Required	Yes		**Data Comment**
	No	√	
Flow to Payroll?	Yes		**PAR Comment**
	No	√	
CPDF?	Yes		**CPDF Comment**
	No	√	
Field	Type	Date	
	Size		
References			

Date Suspension Over 30 Days

Description   Expiration date of a suspension when the suspension exceeds 30 days.

Navigation   RPA → Others → Special Information → US Fed Conduct Perf

List of Values	DD-MON-YYYY		
Input via RPA		√	
	No		
Data Required	Yes		**Data Comment**
	No	√	
Flow to Payroll?	Yes		**PAR Comment**
	No	√	
CPDF?	Yes		**CPDF Comment**
	No	√	
	Type	Date	
	Size		

Date Suspension Under 30 Days

Description   Expiration date of a suspension when the suspension is for 30 days or less.

Navigation   RPA → Others → Special Information → US Fed Conduct Perf

List of Values	DD-MON-YYYY		
Input via RPA	Yes	√	
	No		
Data Required	Yes		**Data Comment**
	No	√	
Flow to Payroll?	Yes		**PAR Comment**
	No	√	
CPDF?	Yes		**CPDF Comment**
	No	√	
Field	Type	Date	
	Size		
References			

Date Temp Eligibility FEHB

Description A future date when a temporary employee may be eligible to enroll for FEHB based on serving one continuous year, excluding any break in service of five days or less.

Navigation RPA → Others → Extra Information → US Fed Person Group 1

List of Values	DD-MON-YYYY		
Input via RPA	Yes	√	
	No		
Data Required	Yes		**Data Comment**
	No	√	
Flow to Payroll?	Yes		**PAR Comment**
	No	√	
CPDF?	Yes		**CPDF Comment**
	No	√	
Field	Type	Date	
	Size		
References			

Date VRA Conversion Due

Description   The date when an employee who was appointed under a Veterans Readjustment Appointment (VRA) has fulfilled all requirements necessary for conversion to career status. These requirements include: satisfactory completion of a two-year trial period, and education and training.

Navigation   RPA → Others → Extra Information → US Fed Conversions

Person Summary → Person: Information

List of Values	DD-MON-YYYY		
Input via RPA	Yes	√	
	No		
Data Required	Yes		**Data Comment**
		√	
Flow to Payroll?	Yes		**PAR Comment**
	No	√	
CPDF?	Yes		**CPDF Comment**
	No	√	
Field	Type	Date	
	Size		
References			

Date WGI Postpone Effective

Description   Indicates when the supervisor will review a WGI to become effective.

Navigation   RPA → Extra Information → US Fed Salary Change Information

List of Values	DD-MON-YYYY		
Input via RPA	Yes	√	
	No		
Data Required	Yes		**Data Comment**
	No	√	
Flow to Payroll?	Yes		**PAR Comment**
	No	√	
CPDF?	Yes		**CPDF Comment**
	No	√	
Field	Type	Date	
	Size		
References			

Days Worked Since Last Increase

Description   The total number of days since an employee received their last increase in salary (whether through a promotion or a WGI). This is only used for employees on intermittent work schedules.

Navigation   Self Service → Views → Leave

List of Values	N/A		
Input via RPA	Yes		
	No	√	
Data Required	Yes		**Data Comment**
	No	√	
Flow to Payroll?	Yes		**PAR Comment**
	No	√	This data is flowed from PAR.
CPDF?	Yes		**CPDF Comment**
	No	√	
Field	Type		
	Size		
References			

Donated Leave Code

Description	Indicates the type or category of leave which has been donated to an employee.
Navigation	Self Service → Views → Leave

List of Values	N/A		
Input via RPA	Yes		
	No	√	
Data Required	Yes		**Data Comment**
	No	√	
Flow to Payroll?	Yes		**PAR Comment**
	No	√	This data is flowed from PAR.
CPDF?	Yes		**CPDF Comment**
	No	√	
Field	Type		
	Size		
References			

Donated Leave Cumulative Hours Received

Description   Indicates the total number of hours of donated leave an employee has received.

Navigation   Self Service → Views → Leave

List of Values	N/A		
Input via RPA	Yes		
	No	√	
Data Required	Yes		**Data Comment**
	No	√	
Flow to Payroll?	Yes		**PAR Comment**
	No	√	This data is flowed from PAR.
CPDF?	Yes		**CPDF Comment**
	No	√	
Field	Type		
	Size		
References			

Donated Leave Cumulative Hours Used

Description   Indicates the total number of hours of donated leave an employee has used.

Navigation   Self Service → Views → Leave

List of Values	N/A		
Input via RPA	Yes		
	No	√	
Data Required	Yes		**Data Comment**
	No	√	
Flow to Payroll?	Yes		**PAR Comment**
	No	√	This data is flowed from PAR.
CPDF?	Yes		**CPDF Comment**
	No	√	
Field	Type		
	Size		
References			

Drug Test

Description   Indicates whether an incumbent of the position will be required to submit to a drug test.

Navigation   Work Structure → Position → Build and Maintain → Extra Information → US Fed Position Group 2

Self Service → Views → Assignment → Position Information

List of Values	9 Unknown A Presidential Appointee and Maintains Top Secret Clearance Requiring Drug Test B Posn does not require Drug Test by employee volunteers C No Drug Test required D Posn Func requires Drug Test for reasons not specified below E Posn maintains Top Secret clearance requiring Drug Test F Posn mntns Top Secret clear and meets Job Func req Drug Test G Posn in Nuclear Weapon Personnel Reliab Prgm Req Drug Test H Posn in Nuc Wpn Rrsnl Reliab Prgm and Req Drug Tst I TS Clr w/access – Nuc wpn Pers Reliab Prgm req Drug Test J TS clr w/access – Nuc Wpn Pers Reliab Prgm req Drg Tst K Presidential Appointee requires Drug Test L Position does not require Drug Test M Agency req Drug Test of Incumbent (Tier 1) O Alcohol Test required P Drug and Alcohol Tests required

Input via RPA	Yes		
		√	

Data Required	Yes		**Data Comment**
	No	√	

Flow to Payroll?	Yes		**PAR Comment**
	No	√	

CPDF?	Yes		**CPDF Comment**
	No	√	

| Field | Type | Alphanumeric | | | |
| | Size | 1 | | | |

| References | | | | | |

Duty Station Code

Description   Code that indicates where any employee works.

Navigation   RPA → Employee and Position Data → Block 38

RPA → Others →PD Cover Sheet

Person Summary → Position: Title/pay Plan/Grade/Etc.

List of Values	GHR_US_DUTY_STATION_ID		
	Yes	√	
	No		
	Yes	√	**Data Comment**
Flow to Payroll?	Yes	√	**PAR Comment**
			PAR formats 1, 5, 6 and 11.
CPDF?	Yes	√	**CPDF Comment**
	No		Submitted on Status and Dynamics submissions.
Field	Type		
	Size		
References			

Duty Station Name (Location)

Description   The city/town, county and State in which the employee works. For most employee's, this will be the location of the employee's work site. This field auto-populates based upon the Duty Station code.

Navigation   RPA → Position Data → Block 39

RPA → Extra Information → US Fed Benefit Danger Pay / Immiment Danger Pay / Post Differential Amount / Post Differential Percentage

RPA → Others → PD Cover Sheet

Self Service → Views → Assignment

Person Summary → Position: Title/Pay Plan/Grade/Etc.

List of Values	N/A		
Input via RPA	Yes	√	
	No		
Data Required	Yes	√	**Data Comment**
	No		
Flow to Payroll?	Yes	√	**PAR Comment**
	No		PAR formats 1, 5, 6, 8, 9 and 13.
CPDF?	Yes		**CPDF Comment**
	No	√	
Field	Type		
	Size		
References			

Duty Status

Description   Indicates whether an employee is on a detail, LWOP, a suspension, or has no action pending.

Navigation   RPA → Others → Assignment Extra Information → US Fed Assignment Non RPA

Self Service → HR Professional View → Assignment

Person Summary → Assignment: Information

List of Values	00 No Action Pending 10 CAO Reassignment 11 Separation (with obligation) 20 LWOP - military 21 Furlough – non military over 30 days 22 Furlough – non military under 30 days or less 23 Suspension over 30 days 24 Suspension 30 days or less 25 LWOP and drawing Injury Compensation from OWCP 30 LWOP over 30 days (except when drawing injury compensation) 31 LWOP 30 days or less (except when drawing injury compensation) 32 Detail with same servicing HR office 33 Detail to another servicing HR, Agency, etc. 34 Pay-status/non-duty status (interim) 36 LWOP-AG 89 Leave with pay pending Disability Retirement 90 Maternity Leave 99 SES/Faculty Sabbatical (non-duty status with pay)
Input via RPA	Yes √ No
Data Required	Yes **Data Comment** No √

	Yes		**PAR Comment**
	No	√	

CPDF?	Yes		**CPDF Comment**
	No	√	

Field	Type	Numeric		
	Size	2		

References	

Early Retirement Date

Description   The date the employee meets the requirements for early retirement Pre-supposing that their organization is undergoing a RIF, a major re-organization, or a transfer of function). Requirements are: (a) age 55-59 with 20-29 years of creditable service, (b) age 50-54 with 20 years creditable service or (c) age 49 or under with 25 years creditable service.

Navigation   Self Service → Views → Pay and Benefits → Benefit Information

List of Values	DD-MON-YYYY		
Input via RPA	Yes		
	No	√	
	Yes		**Data Comment**
	No	√	
	Yes		**PAR Comment**
	No	√	This data flowed from PAR.
	Yes		**CPDF Comment**
		√	
Field	Type	Date	
	Size		
References			

EDP Pay

Description   Paid for exposure to various degrees of hazards, physical hardships and working conditions of an unusual nature. Prevailing rate (wage) employees are eligible to receive EDP in certain circumstances under 5 USC 5343(c)(4) provisions.

Navigation   RPA → Extra Information → US Fed Benefit EDP Pay

Person Summary → Pay: Salary

List of Values	N/A		
	Yes	√	
	No		
Data Required	Yes		**Data Comment**
	No	√	
Flow to Payroll?	Yes		**PAR Comment**
	No	√	
CPDF?	Yes		**CPDF Comment**
	No	√	
Field	Type		
	Size		

Educational Level

Description   The highest academic/non-academic level that an employee has attained to date.

Navigation   RPA → Employee and Position Data → Block 45

Self Service → Views → Personal → Education Information

Person Summary → Person: Military/Education

List of Values	01 No formal education or some elem school – did not complete 02 Elementary school completed – no high school 03 Some high school – did not graduate 04 High school graduate or certification of equivalency 05 Terminal occupation program – did not complete 06 Terminal occupation program – cert of compl/diploma/equiv 07 Some college – less than one year 08 One year college 09 Two years college 10 Associate Degree 11 Three years college 12 Four years college 13 Bachelor's Degree 14 Post-Bachelor's 15 First professional 16 Post-first professional 17 Master's Degree 18 Post-Master's 19 Sixth year Degree 20 Post-sixth Degree 21 Doctorate Degree 22 Post-Doctorate
Input via RPA	Yes √ No
Data Required	Yes √ **Data Comment**

Flow to Payroll?	Yes		PAR Comment		
	No	√			

CPDF?	Yes	√	CPDF Comment		
	No		Submitted on Status and Dynamics submissions.		

Field	Type	Numeric			
	Size	2			

References	

Effective Date

Description   Indicates when an action took effect.

Navigation   RPA → Requesting Info → Part B Block 4

RPA → Extra Information → US Fed Performance Appraisal

Self Service → Views → Performance / Personnel Actions

Person Summary → Performance / Personnel Actions

List of Values	DD-MON-YYYY		
Input via RPA	Yes	√	
	No		
Data Required		√	**Data Comment**
	No		
Flow to Payroll?	Yes	√	**PAR Comment**
	No		All PAR formats.
CPDF?	Yes		**CPDF Comment**
	No		Submitted on Dynamics submissions.
Field	Type		
	Size		

Email Address

Description   Indicates the employee's work email address.

Navigation   Self Service → Views → Personal

List of Values	N/A		
Input via RPA	Yes		Currently input only during accessions, if known.
	No	√	
Data Required	Yes		**Data Comment**
	No	√	
Flow to Payroll?	Yes		**PAR Comment**
	No	√	
CPDF?	Yes		**CPDF Comment**
	No	√	
	Type		
	Size		
References			

Employee Contribution Eligibility Date

Description   Indicates the earliest date after the mandatory waiting period, when the employee is eligible to contribute to the Thrift Savings Plan.

Navigation   RPA → Extra Information → US Fed Benefit Thrift Savings Plan

Self Service → Views → Pay and Benefits → Benefit Information

Person Summary → Pay: Benefits

List of Values	DD-MON-YYYY		
Input via RPA		√	
	No		
Data Required	Yes		**Data Comment**
	No	√	
Flow to Payroll?	Yes		**PAR Comment**
		√	
CPDF?	Yes		**CPDF Comment**
	No	√	
Field	Type	Date	
	Size		
References			

Employment Group Category

Description   Based on groupings of pay plans, types of appointment, and the authorities used for appointment.

Navigation   Work Structure → Position → Build and Maintain → Extra Information → US Fed Valid Grade Information

List of Values	1 = Salaried 2 = Wage 3 = Direct Hire Non-US Citizen 4 = Indirect Hire Non-US Citizen 5 = UK Mod/DM Fund/Special Agreements		
Input via RPA	Yes		
	No	√	
Data Required	Yes		**Data Comment**
	No	√	
Flow to Payroll?	Yes		**PAR Comment**
	No	√	
CPDF?	Yes		**CPDF Comment**
	No	√	
Field	Type	Numeric	
	Size	1	
References			

Enrollment Option (FEHB Status)

Description   Reflects an employee's eligibility or enrollment in the Federal Employee's Health Benefit Program.

Navigation   RPA → Extra Information → US Fed Benefit Health Benefits

Self Service → Views → Pay and Benefits → Benefit Information

Person Summary → Pay: Benefits

List of Values	1 High Option Self Only 2 High Option Self and Family 4 Low Option Self Only 5 Low Option Self and Family W Agency-Sponsored health Plan X Enrollment Pending Y Enrollment Waived/Cancelled Z Ineligible for Enrollment		
Input via RPA	Yes	√	
	No		
Data Required	Yes		**Data Comment**
		√	
Flow to Payroll?			**PAR Comment**
	No	√	
CPDF?			**CPDF Comment**
	No	√	
Field	Type	Alphanumeric	
	Size	1	
References			

Entitlement

Description   A benefit of the position or duty station.

Navigation   People → CHRIS Enter and Maintain → Assignment → Element Entries

List of Values	Benefit Allowance – GTMO COLA Education Allowance – Education Travel Extra Duty (Dorm Supervisor) Extra-Curricular Activity/Stipend Foreign Language Proficiency Pay (FLPP) Foreign Transfer Allowance Fringe Benefits Inconvenience/Hardship Allowance Non-Foreign COLA Non-Foreign Post-Differential Physicians Comparability Allowance Recruitment Incentive Remote Site-Offshore Allowance Separate Maintenance Allowance Special Retention Allowance Subsistence Expense Allowance (SEA) Temporary Quarters Subsistence Allowance (TQSA) Transportation Allowance Tropical Differential		
Input via RPA	Yes		
	No	√	
Data Required	Yes		**Data Comment**
	No	√	
Flow to Payroll?	Yes		**PAR Comment**
	No	√	

CPDF?	Yes		CPDF Comment	
	No	√		

Field	Type			
	Size			
References				

FEGLI (Status)

Description Indicates level of coverage or non coverage under the Federal Employee's Group Life Insurance Program.

Navigation RPA → Employee and Position Data → Block 27

Self Service → Views → Pay and Benefits → Benefit Information

Person Summary → Pay: Benefits

List of Values	
90	Basic + Option B (3x)
A0	Ineligible
B0	Waived
C0	Basic Only
D0	Basic + Option A
E1	Basic + Option C (1x)
E2	Basic + Option C (2x)
E3	Basic + Option C (3x)
E4	Basic + Option C (4x)
E5	Basic + Option C (5x)
F1	Basic + Option A + Option C (1x)
F2	Basic + Option A + Option C (2x)
F3	Basic + Option A + Option C (3x)
F4	Basic + Option A + Option C (4x)
F5	Basic + Option A + Option C (5x)
G0	Basic + Option B (1x)
H0	Basic + Option B (1x) + Option A
I1	Basic + Option B (1X) + Option C (1x)
I2	Basic + Option B (1X) + Option C (2x)
I3	Basic + Option B (1X) + Option C (3x)
I4	Basic + Option B (1X) + Option C (4x)
I5	Basic + Option B (1X) + Option C (5x)
J1	Basic + Option B (1x) + Option A + Option C (1x)
J2	Basic + Option B (1x) + Option A + Option C (2x)
J3	Basic + Option B (1x) + Option A + Option C (3x)
J4	Basic + Option B (1x) + Option A + Option C (4x)
J5	Basic + Option B (1x) + Option A + Option C (5x)
K0	Basic + Option B (2x)
L0	Basic + Option B (2x) + Option A
M1	Basic + Option B (2x) + Option C (1x)
M2	Basic + Option B (2x) + Option C (2x)
M3	Basic + Option B (2x) + Option C (3x)
M4	Basic + Option B (2x) + Option C (4x)
M5	Basic + Option B (2x) + Option C (5x)

List of Values	N1	Basic + Option B (2x) + Option A + Option C (1x)
	N2	Basic + Option B (2x) + Option A + Option C (2x)
	N3	Basic + Option B (2x) + Option A + Option C (3x)
	N4	Basic + Option B (2x) + Option A + Option C (4x)
	N5	Basic + Option B (2x) + Option A + Option C (5x)
	P0	Basic + Option B (3x) + Option A
	Q1	Basic + Option B (3x) + Option C (1x)
	Q2	Basic + Option B (3x) + Option C (2x)
	Q3	Basic + Option B (3x) + Option C (3x)
	Q4	Basic + Option B (3x) + Option C (4x)
	Q5	Basic + Option B (3x) + Option C (5x)
	R1	Basic + Option B (3x) + Option A + Option C (1x)
	R2	Basic + Option B (3x) + Option A + Option C (2x)
	R3	Basic + Option B (3x) + Option A + Option C (3x)
	R4	Basic + Option B (3x) + Option A + Option C (4x)
	R5	Basic + Option B (3x) + Option A + Option C (5x)
	S0	Basic + Option B (4x)
	T0	Basic + Option B (4x) + Option A
	U1	Basic + Option B (4x) + Option C (1x)
	U2	Basic + Option B (4x) + Option C (2x)
	U3	Basic + Option B (4x) + Option C (3x)
	U4	Basic + Option B (4x) + Option C (4x)
	U5	Basic + Option B (4x) + Option C (5x)
	V1	Basic + Option B (4x) + Option A + Option C (1x)
	V2	Basic + Option B (4x) + Option A + Option C (2x)
	V3	Basic + Option B (4x) + Option A + Option C (3x)
	V4	Basic + Option B (4x) + Option A + Option C (4x)
	V5	Basic + Option B (4x) + Option A + Option C (5x)
	W0	Basic + Option B (5x)
	X0	Basic + Option B (5x) + Option A
	Y1	Basic + Option B (5x) + Option C (1x)
	Y2	Basic + Option B (5x) + Option C (2x)
	Y3	Basic + Option B (5x) + Option C (3x)
	Y4	Basic + Option B (5x) + Option C (4x)
	Y5	Basic + Option B (5x) + Option C (5x)
	Z1	Basic + Option B (5x) + Option A + Option C (1x)
	Z2	Basic + Option B (5x) + Option A + Option C (2x)
	Z3	Basic + Option B (5x) + Option A + Option C (3x)
	Z4	Basic + Option B (5x) + Option A + Option C (4x)
	Z5	Basic + Option B (5x) + Option A + Option C (5x)

Input via RPA	Yes	√	
	No		

Data Required	Yes	√	Data Comment
	No		

Flow to Payroll?	Yes	√	**PAR Comment**
	No		PAR formats 1, 5, 6 and 9.

CPDF?	Yes	√	**CPDF Comment**
	No		Submitted on Status submissions.

Field	Type	Alphanumeric		
	Size	2		

References	

FEGLI Effective Date

Description   Indicates the date life insurance coverage began on an employee.

Navigation   Self Service → Views → Pay and Benefits → Benefit Information

Person Summary → Pay: Benefits

List of Values	DD-MON-YYYY	
Input via RPA	Yes	
	No	√
Data Required	Yes		**Data Comment**
	No	√	
Flow to Payroll?	Yes		**PAR Comment**
	No	√	
CPDF?	Yes		**CPDF Comment**
	No	√	
Field	Type	Date	
	Size		
References		

FERS Coverage

Description Identifies how an employee became covered under the Federal Employees' Retirement System.

Navigation RPA → Extra Information → US Fed Appointment Information / US Fed Change in Retirement Plan

RPA → Others → Person Extra Information → US Fed Separation and Retirement

Person Summary → Person: Information

List of Values	A Automatically Covered by FERS E Elected Coverage under FERS	
Input via RPA	Yes	√
	No	
Data Required	Yes	√	**Data Comment**
	No		
Flow to Payroll?	Yes	√	**PAR Comment** PAR formats 1, 5, 6, 9 and 13.
CPDF?		√	**CPDF Comment** Submitted on Status submissions.
Field	Type	
	Size	
References	

Financial Statement

Description   OPM regulations require the annual filing of a financial statement of debts and assets on the part of employees in designated positions.

Navigation   Federal Position Description

Work Structure → Position → Build and Maintain → Extra Information → US Fed Position Group 2

List of Values	0 N/A 1 SF-278 2 SF-450		
Input via RPA			
	No	√	
Data Required			**Data Comment**
	No	√	
Flow to Payroll?	Yes		**PAR Comment**
	No	√	
CPDF?	Yes		**CPDF Comment**
	No	√	
Field	Type	Numeric	
	Size	1	
References			

FLSA Category

Description   Indicates coverage under the Fair Labor Standards Act.

Navigation   RPA → Employee and Position Data → Block 35

Federal Position Description

Self Service → Views → Assignment → Position Information

Person Summary → Position: Extra Information

List of Values	E = Exempt N = Non-exempt		
Input via RPA	Yes	√	
	No		
Data Required	Yes	√	**Data Comment**
	No		
Flow to Payroll?	Yes	√	**PAR Comment** PAR formats 1, 5, 6, 7 and 9.
	No		
CPDF?	Yes	√	**CPDF Comment** Submitted on Status submissions.
	No		
	Type	Alpha	
	Size	1	
References			

Frozen Service

Description   Total years and months of civilian and military service, creditable for calculating the service computation date for leave, at the time the employee first became covered by FERS and FICA.

Navigation   RPA → Extra Information → US Fed Appointment Information / US Fed Change in Retirement Plan

Self Service → Views → Military/Veterans Status Information

Person Summary → Person: Military/Education

List of Values	N/A		
Input via RPA	Yes	√	
	No		
Data Required	Yes		**Data Comment**
	No	√	
Flow to Payroll?	Yes		**PAR Comment**
		√	
CPDF?	Yes	√	**CPDF Comment**
	No		Submitted on Status and Dynamics submissions.
Field	Type		
	Size		
References			

Functional Class

Description   Used to group different kinds of work activities engaged in the physical, biological, mathematical, social, health sciences, and in engineering, into broad job functions.

Navigation   RPA → Position Data → Block 48

Work Structure → Position → Build and Maintain → Extra Information → US Fed Position Group 1

Person Summary → Position: Extra Information

List of Values	00 Not Applicable 11 Research 12 Research Contract and Grant Administration 13 Development 14 Test and Evaluation 21 Design 22 Construction 23 Production 24 Installation, Operations and Maintenance 31 Data Collection, Processing and Analysis 32 Scientific and Technical Information 41 Standards and Specifications 42 Regulatory Enforcement and Licensing 51 Natural Resource Operations 81 Clinical Prac, Counseling and Ancillary Medical Services 91 Planning 92 Management 93 Teaching and Training 94 Technical Assistance and Consulting 99 Other – not elsewhere classified	
Input via RPA	Yes	√
	No	
Data Required	Yes	**Data Comment**
	No	√

Flow to Payroll?	Yes		PAR Comment		
	No	√			

CPDF?	Yes	√	CPDF Comment	
	No		Submitted on Status submissions.	

Field	Type	Numeric			
	Size	2			

References	

Furlough NTE

Description   Indicates the furlough ending date.

Navigation   RPA → Others → Assignment Extra Information → US Fed Assignment NTE Dates

List of Values	DD-MON-YYYY		
Input via RPA	Yes	√	
	No		
Data Required	Yes		**Data Comment**
	No	√	
Flow to Payroll?	Yes	√	**PAR Comment**
	No		PAR formats 4 and 6.
CPDF?	Yes		**CPDF Comment**
	No	√	
Field	Type	Date	
	Size		
References			

Furlough NTE Start Date

Description   Indicates the beginning date of the furlough.

Navigation   RPA → Others → Assignment Extra Information → US Fed Assignment NTE Dates

List of Values	DD-MON-YYYY		
Input via RPA	Yes	√	
	No		
Data Required	Yes		**Data Comment**
	No	√	
Flow to Payroll?	Yes		**PAR Comment**
	No	√	
CPDF?	Yes		**CPDF Comment**
	No	√	
Field	Type	Date	
	Size		
References			

Gender

Description   Gender of an employee.

Navigation   RPA → Person

Self Service → Views → Personal

Person Summary → Person: Information

List of Values	Unknown Male Female		
Input via RPA	Yes	√	
	No		
Data Required	Yes	√	**Data Comment**
	No		
Flow to Payroll?	Yes	√	**PAR Comment**
	No		PAR formats 1 and 13.
CPDF?	Yes	√	**CPDF Comment**
	No		Submitted on Status and Dynamics
			submissions.
Field	Type	Alpha	
	Size		
References			

Grade

Description   A ranking in a graduated scale established and designated within a specific pay plan by law or regulation.

Navigation   RPA → Position Data → Block 18

Self Service → Views → Assignment

Person Summary → Position: Title/Pay Plan/Grade/Etc.

List of Values	00 26 51
	01 27 52
	02 28 53
	03 29 54
	04 30 55
	05 31 56
	06 32 57
	07 33 58
	08 34 59
	09 35 60
	10 36 61
	11 37 62
	12 38 63
	13 39 64
	14 40 65
	15 41 66
	16 42 AA
	17 43 BB
	18 44 CA
	19 45 CC
	20 46 CM
	21 47 DD
	22 48 EE
	23 49 MC
	24 50 OC
	25

Input via RPA	Yes	√	

Data Required	Yes	√	**Data Comment**

Flow to Payroll?	Yes	√	**PAR Comment**
	No		PAR formats 1, 5, 6, and 11.

CPDF?	Yes	√	**CPDF Comment**
	No		Submitted on Status and Dynamics submissions.

	Type	Alphanumeric		
	Size	2			

References	

Group Award ID

Description   Used to identify awards granted to members of a group. The code is serially assigned by each Personnel Office each fiscal year, beginning with code 01 and ending with 99.

Navigation   RPA → Extra Information → US Fed Award and Bonus Information

List of Values	01-99		
Input via RPA	Yes	√	
	No		
Data Required	Yes		**Data Comment**
	No	√	
Flow to Payroll?	Yes		**PAR Comment**
	No	√	
CPDF?	Yes	√	**CPDF Comment**
	No		Passed to CPDF on dynamics submissions.
Field	Type	Numeric	
	Size	2	
References			